

Huntley Community Association
2240 Craig Side Road, Carp Ontario K0A 1L0

Huntley Community Centre/ Outdoor Rink Rental Application

THIS AGREEMENT made between Huntley Community Association (Lessor – Hereinafter referred to as “HCA”)
FOR THE RENTAL OF THE HUNTLEY COMMUNITY CENTRE and/or the OUTDOOR RINK,
108 Juanita Avenue. (Hereinafter referred to as “the facility”)

AND

Name(s): _____ (Hereinafter referred to as “Lessee”)

Organization/ Business: _____

Address: _____

Home/Business Phone _____ Cell Phone: _____

Email _____

Description of the event: e.g. birthday party, meeting, workshop, sports event etc.: _____

Rental date(s) _____ Hours of use: _____ to _____
Day – Mo - Year

Rink required: Yes No Approximate number of people attending: _____

Indoor space requested: Main hall _____ Kitchen _____ Change room(s) # _____ Office _____

Washrooms required: Yes No

Additional resources requested (e.g. Internet, Audio equipment). Specify _____

The Lessee hereby covenants and agrees:

1. To pay the fees and charges as communicated by follow-up messages from the HCA.
2. To comply with all the Conditions set forth in this form and the Facility Rental Agreement.
3. To accept legal and financial responsibility for any and all damages, which may occur as a result of the Lessee’s use of the facilities.
4. Insurance – Three options: To purchase event/activity insurance through the City of Ottawa, or to sign a waiver indicating this option was offered but rejected, or to provide a copy of Lessee’s private insurance certificate with the HCA and the City of Ottawa named as co-insured.

Dated this _____ day of _____, 20_____ Signature of Lessee _____

Rental rates and insurance costs vary, depending on the information above, and will be calculated by the HCA. A Damage/ Cleaning Deposit of \$150 may also be requested, as a separate cheque; this will be destroyed if no damage occurs or if no extraordinary cleaning is required.

Payment can be made by cheque to the address below or by e-transfer to Treasurer@hca-carp.ca NSF cheques will be subject to a \$25.00 penalty.

Sign, scan and submit this form to Outdoor Rink Director - outdoorrink@hca-carp.ca - or mail to the following address. (Please keep a copy for your records.)

Huntley Community Association
Attn – HCC/ODR Director
P.O. Box 167
Carp, ON K0A 1L0

Having signed this document and submitted payments, the Lessee(s) will receive confirmation of the rental booking. information will then be provided re access using a hall key and security access code for the day of the above-noted event, if required.

HCC/ ODR Rental Application - continued

Insurance requirements: it is recommended that the Lessee consider fully their liability insurance requirements, and whether their personal/ home policy will provide this coverage to a limit of \$2M inclusive per occurrence for bodily injury, death and damage to property. The HCA has its' own liability insurance, but can also arrange for a Lessee to purchase additional event/activity insurance through a City program. Costs vary, depending on the type of event, numbers attending, and degree of risk. If a Lessee declines insurance, they shall sign the "Insurance Waiver" below, or the similar waiver at the end of the HCA Facility Rental Agreement. Note - Insurance is mandatory for high-risk sport activities such as Minor Hockey (under 18 years), Contact Hockey, Skateboarding)

I _____ (full name) have been offered the event/activity insurance, and have elected not to purchase this additional insurance for my event.

Name (please print) _____

Signature _____

Date signed _____

Date of event _____

Office Use

Rental Rate - \$ _____

"User Group" Insurance \$ _____

Total Rental Fee \$ _____ **Cheque** _____ **or e-transfer** _____

Huntley Community Association _____