

Hall of Peace Leasing Contract
241 Northwestern Avenue, Ottawa, Ontario

1. Terms and Conditions – please read carefully.

A. The completed application must be submitted to the Hall of Peace (“HOP”) at least two weeks prior to the date of the event with a security deposit. Only the time, date, facilities, and equipment indicated on the permit will be provided to the permit holder.

B. Booking Packages

Time	Community Hall	Banquet Hall	Full Venue
4 hours	\$400	\$900	\$1,200
8 hours	\$600	\$1,500	\$2,000
12 hours	\$800	\$1,800	\$2,400

Base packages include tables, chairs, covers, cups, plates, cutlery, internet, audio/visual (includes project, screen, 2 lavs, 1 handheld mic, and mixer. The audio option can separate upstairs and downstairs.)

****Cleaning costs an additional \$300.00.**

C. Rules Pertaining to Fees

- i. All services are subject to tax. 13% HST is extra.
- ii. A \$500 security deposit on a valid credit card must be paid at least two weeks before the event. It can be retrieved 2 business days after the event, given no damages to the property has occurred.
- iii. The full amount due must be paid 5 business days before the event.
- iv. If the hall is left untidy, there is a “Cleaning Charge” of \$300.00 applied and withdrawn from the security deposit.
- v. If cancelled less than 2 weeks before the event, the deposit is non-refundable.

CANCELLATIONS

- i. Bookings canceled until two (2) weeks prior to the event are refundable with no cancellation fees.
- ii. Bookings canceled less than two (2) weeks prior to the event are non-refundable. The deposit will not be returned.
- iii. The HOP reserves the right to refuse or cancel requests or bookings should the facilities be required for urgent purposes such as - but not limited to - maintenance.
- iv. If the event is canceled due to government changes due to COVID-19 conditions, the deposit will be returned. If however, the event is canceled due to *changed* personal reasons surrounding COVID-19, the deposit will not be returned.

FACILITIES AND EQUIPMENT

- i. Use of any equipment is limited to the rental purpose only. All equipment must be returned to its area after use and the area must be returned to its original condition. Equipment is not to be moved between rooms or other spaces without permission. Failure to do so may incur additional custodian fees. Repeated violations may lead to banning from future use of the HOP facilities.
- ii. The kitchen is for prepping only, no cooking is allowed under the current permit.
- iii. Use of alcohol or recreational drugs is strictly prohibited anywhere on the property.
- iv. Permit holders are required to clean up after their events. This includes sweeping the floor, returning seats and tables to the original arrangement as received.
- v. All attendees, including the people in charge, must park in the designated parking areas. Never park in a fire route. Inappropriately parked vehicles will be ticketed or towed at the owner's expense.
- vi. All food shall be removed from the facility immediately following the event. Leaving leftovers may lead to a Cleaning Charge. Garbage bags are to be placed in the bin. If there are too many bags, place them behind the bin.
- vii. Maximum personnel capacity cannot exceed 225 people as per the stipulations of the Fire Protection and Prevention Act, 1997.
- viii. All exits and hallways must be kept free from obstructions at all times as per fire regulations.

DAMAGES

- i. The HOP will not be held responsible for personal injuries or damages or for the loss or theft of any belongings of the permit holder(s) and/or their attendees.
- ii. The HOP reserves the right to take any action required if equipment and/or facilities provided are damaged or left in unsatisfactory condition. The cost for damages will be charged to the offending permit holder.
- iii. The permit holder assumes full responsibility for the rental.

ADDITIONAL CONDITIONS

- i. A copy of the terms and conditions is to be given to each lessee with a signed indication that it has been read and understood. Once signed it becomes part of the lease agreement.

CONTACT INFORMATION

Name:

E-mail:

Address:

Phone Numbers:

EVENT DETAILS

Name of the event:

Date:

Facilities Requested (Check all that applies):

<input type="checkbox"/>	Community Hall
<input type="checkbox"/>	Banquet Hall
<input type="checkbox"/>	Full Venue
<input type="checkbox"/>	Kitchen

Setup Details:

	Number of Participants
	Number of Chairs
	Number of Tables

Draw a sketch or describe your desired set-up:

Signature _____

Date _____

Hall Authority _____

Date _____