



FACILITY RENTAL TERMS AND CONDITIONS

Southern Frontenac Community Services Corporation (SFCSC) rents its facilities at 4295 Stage Coach Road, Sydenham Ontario, for community and private events, according to the Terms and Conditions set out below. The facilities include Grace Hall on the main level and related equipment.

For information, questions, or to submit an application, please contact our Activities Coordinator, Natalee Lennox, at 613-376-6477 ext. 310 or natalee.lennox@sfcsc.ca

BOOKING AND PAYMENT

REQUESTING USE OF FACILITIES: All requests for use of Grace Hall must be made by completing the **Application Form** and submitting it to the SFCSC Grace Social Activity Coordinator, at least one week prior to the planned event.

APPROVAL OF USE AND NOTIFICATION: Approval of applications is subject to availability of the space requested. SFCSC reserves the right to refuse any application. SFCSC programs and events have priority over external bookings. The application will be reviewed and the applicant will be contacted within 48-hours to confirm the booking and will be provided a contract, which will include a copy of these terms and conditions

RENTAL FEES: Rental fees are outlined in the attached Appendix, "Fee Structure" unless adjusted through agreement.

KEYS AND CONTRACT: If the event takes place beyond normal operating hours (weekdays 8:30am-4:30pm) you will be required to pick up a key and security passcodes at the SFCSC office during regular office hours, at least 48 hours prior to the event. If you have not used the space before, you will be provided with an orientation. You must call ahead to book a time to pick up the key and receive the orientation. **Note that a \$50 deposit is required to pick up the key.** The deposit can be made with cash or credit card, which will be refunded following the successful use of the Hall. You will be required to sign the contract prior to or at the time of picking up the key.

PAYMENT: After the event, the Hall will be inspected by the Grace Social Activity Coordinator or other staff representative, and any damage, uncleanness or equipment not put away will be noted (or supplies/consumables used). Any cleaning costs, repair or replacement of equipment, or additional time needed for tear down will be added to the invoice. The invoice will be sent to the user within a week of the use of the Hall and payment is due in 30-days.



KEY RETURN: You are required to return the key within five business days following the event. If the key is returned late, you may forfeit your deposit, at the discretion of SFCSC.

EQUIPMENT USE & ENTER RESPONSIBILITIES

Hall Set-up – Chairs, tables, audio, video and stage can be set up to your specifications for an additional cost. Please discuss with the Grace Social Activity Coordinator and provide a floor plan showing approximate set up.

Tables and Chairs – Must be stored in the designated storage areas of Grace Hall. All equipment must be cleaned and returned to the storage space and in a condition that promotes safety for the next user, unless you have requested tear down, which will be done for an additional cost.

Audio and Visual Equipment and Stage – A projector, screen and audio system can be made available. The user can set up on their own if they have received training from the Grace Social Activity Coordinator in advance.

Green Room – The adjoining offices may be used as green rooms for an additional charge, and must be unaltered and maintained in excellent condition.

Liquor permits/serving – Users must obtain their own special occasion permit (SOP) liquor license. Renters need to be advised that permits may require a 30-day application period at the LCBO. A copy must be on file in the SFCSC offices no later than 48 hours in advance of the event. All associated costs are the responsibility of the renter. The renter must provide servers with a minimum of Smart Serve accreditation.

Supplies/ Consumables – the user is responsible for providing their own supplies or consumables, such as food, coffee, paper plates, glassware, china, etc. The user will not use any supplies or consumables that are the property of SFCSC without expressed written consent, and any supplies consumed will be added to the final invoice.

Cleaning fees – Cleaning is the responsibility of the renter. If the renter requires cleaning services, a minimum 72-hours notice is required and payment may be arranged directly with the SFCSC cleaner. A full building post event cleanup typically takes three (3) hours and will be billed at \$40 per hour and paid directly to the SFCSC cleaner. Any cleaning fees incurred by SFCSC (either non-renter scheduled or through unsatisfactory post-event cleaning) will be billed to the renter at \$60 per hour for the time incurred by our cleaners.

Garbage – It is the responsibility of each renter to remove their garbage at the end of each event. If the renter is not able to remove their garbage, garbage tags can be obtained from SFCSC at \$5 per bag.



Cancellation policy – If the event is cancelled more than 7 days in advance, there is no fee payable. If the event is cancelled less than 7 days in advance, a fee proportionate to 25% of the proposed fee is payable as penalty.

Damages and replacement of broken materials – All damages and broken materials will be at the replacement cost and paid for by the renter, plus a 20% administration fee.

Noise levels – Maintain sound levels appropriate in consideration of other building users and in accordance with local by-laws.

Donations – Some renters may cover rental costs by promoting donations to SFCSC. Any request to do this requires approval of SFCSC. Examples could include In Memoriam donations.

Grace Hall's Room Capacity – Maximum number of people allowed is 150, per fire code, inclusive of all hosts, guests, volunteers, performers, etc.

APPENDIX: FEE STRUCTURE

Room	Type of use	Rental Rates
Grace Hall	<p><i>Not available when in use for SFCSC programs</i></p> <p>Mon-Sun Day use – a.m. or p.m. – 3 hour block</p> <p>Mon-Sun Day use – 7 hour block</p> <p>Mon-Sun Evening use – 4 hour block</p> <p>Hourly</p> <p><i>Includes use of tables, chairs, stage, and audio-visual system set up by self; Additional charges, below, for set up.</i></p>	<p>\$90</p> <p>\$200</p> <p>\$120</p> <p>\$40</p>
Green Room (Quiet Room)	<p><i>Not available Monday to Friday daytime</i></p> <p>Mon-Fri Evening use – 4 hour block</p> <p>Sat-Sun Day use – 7 hour block</p> <p>Hourly</p>	<p>\$20</p> <p>\$40</p> <p>\$10</p>
Hall & Equipment Set Up and Tear Down	<p>Set up and tear down of audio-visual system</p> <p>Set up and tear down of tables and chairs</p> <p>Set up and tear down of 12ft x 8ft stage (8-inch riser w/skirting)</p>	<p>\$30</p> <p>\$50</p> <p>\$40</p>
Notes	<p>- Registered, charitable and other not-for-profits will receive a 35% discount.</p> <p>- Contracts of three (3) months or longer may receive up to 20% off regular rates</p>	

Southern Frontenac Community Services Corporation
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