

RENTAL CONTRACT

The POCOCK ROWING CENTER is pleased to be the host for your upcoming event. At this time, we would like to confirm the following definite reservation on your behalf. Kindly review the information contained herewith; should there be any discrepancies in date or time, please let us know immediately:

GROUP NAME

CONTACT

TELEPHONE

FUNCTION

DATE

TIME

ROOM(S)

CATERER

ROOM RENTAL & DEPOSIT \$750 rental min, \$250 deposit

Please read the following and sign below. Return this signed contract as soon as possible.

RENTAL CHARGES - All rental charges are stated above. Any cancellations must be made at least 5 working days in advance, otherwise, you are responsible for those charges. The balance of your charges are due the day of your event prior to setting up.

MINORS – If the event is being held for minors, there must be a minor to chaperone ratio of 25 to 1.

ID – Two forms of ID must be on file before the deposit can be placed.

DEPOSIT - *A deposit must be paid to the Center in order to reserve the room(s) on the day(s) of your event. The deposit consists of a \$500 cleaning/damage deposit and 20% of the total room rental charges. The cleaning deposit is fully refundable and will be promptly returned pending any damages. The 20% is non-refundable. This deposit needs to be made on a credit card.*

ROOM(S) - *All room(s) rented out must be left in the same condition as when you arrived.* The Center does not permit the affixing of anything to walls, floors or ceilings of room with nails, staples, tacks or any other substance. All signs must be of professional quality and have the Center's approval for their placement. If you are in doubt of what is allowed, please call the Center.

FOOD AND BEVERAGES - If food and/or beverages are served, tables must be covered with linens. If alcohol is served, you must obtain an alcohol/banquet permit from any city liquor store. You are responsible for any food and/or beverage accidents that occur on our premises. A bill will be sent to you for any cleaning and/or repairs which you are responsible for prompt payment.

PARKING - Free parking is located directly across from the Center. The parking lot is shared with a restaurant at all times. You and your guests may park along the street and around the corner of the Center if the parking lot fills up.

SET-UP & CLEAN-UP - *You are responsible for payment of both set-up and clean-up times. Tables and chairs, if used, must be stacked neatly in the same area as when you arrived. Ask about pricing.*

BOAT BAYS - You and your guests are strictly prohibited from entering the first floor of the Center. We would appreciate it if you can keep your guests away from this area throughout your event.

SMOKING - There is absolutely no smoking inside the Center or around the area immediately surrounding the building. You and your guests must smoke outside of the building starting from the sidewalk and on. All cigarette butts must be thrown away in the dumpster *outside* of the building.

YOU ARE RESPONSIBLE FOR ALL DAMAGES TO THE CENTER RESULTING FROM YOUR EVENT OR PARTICIPANTS AT YOUR EVENT.

I have read the above terms and conditions and approve and agree to abide by them.

Name

Date