



Kanata-Hazeldean Lions Club (KHLC)

Rental Application/Rental Contract For Lion Dick Brûlé Community Centre

Please complete all sections of this form and email back to rental@khlions.com . All communications regarding this application will be by e-mail to/from this address.

If using an IOS or Android tablet or phone, you will need to install the Adobe Acrobat Reader app on your device in order to fill out this form. First save the document to file and then open on your device using Acrobat Reader.

When this Rental Application/Rental Contract is signed and dated by the Lions Rental Manager, the following documents available on the KHLC Website are considered by all parties to be attached to this document and the total constitutes the contract between the applicant and the KHLC.

1. City of Ottawa General Terms and Conditions as Appendix A
2. KHLC Specific Terms and Conditions as Appendix B
3. City of Ottawa Municipal Alcohol Policy as Appendix C

Client Information:

Application Date:		Applicant Name:	
Applicant Address:		Apt.:	Telephone (main):
			(alt):
City:	Province:	Postal Code:	
e-mail for Correspondence/Contract:			
Organization Information:			
Name:			
Address:		Apt.:	Phone Number:
City:	Province:	Postal Code:	
e-mail:			
Please classify your organization in one of the following categories:			
Non-Profit		Private	Commercial
Have you booked Lion Dick Brûlé Community Centre in the past?		Yes	No
Freedom of Information Statement			
Personal information is collected on this form pursuant to s. 11(1)(5) of the Municipal Act, 2001, S.O. 2001, c.25, and will be used for the purposes of processing your application and management of the City of Ottawa recreation and culture programs. Questions regarding this collection may be addressed to Allocations/Registrations at 580-2595, Parks and Recreation Branch, 101 Centrepointe Drive, Ottawa, Ontario, K2G 5K7.			



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Rental Costs

Non-Profit organization _____ hours @ \$8/hour

Private Function

 Hall – No Alcohol _____ hours @ \$40/hour

 Hall with Alcohol

 KHLC bar service _____ hours @ \$55/hour

 Private SOP _____ hours @ \$55/hour

Commercial Activity _____ hours @ \$55/hour

Rates shown are calculated by rounding the time you specify up to the nearest half-hour.

User Group Liability Program Insurance

To be completed by Lions Rental Manager

Rental Manager Fills In

Damage/Cleaning Deposit

(Refundable after event)

\$ 100.00

Total Payment Due

Rental Manager Fills In

Details of this Rental Application/Rental Contract verified by the Lions Rental Manager.

Lions Rental Manager _____ Date: _____ Contract Number : _____

The lessee shall indemnify the City of Ottawa and the Kanata-Hazeldean Lions Club against and save the City of Ottawa and the Kanata-Hazeldean Lions Club harmless from any claims, actions, damages, and, liabilities, including legal fees, whether for personal injury including any injury, including death or loss or damage to property arising out of, connected with the rental, occupation, or use of the premises or of the doors, stairways, corridors or other parts of the facility.

I agree to the above terms and conditions. *By checking this box, the applicant is binding the organization if one is specified.* Payment of all Rental Costs is due upon submission of this completed document and no later than 21 calendar days before the event.

Applicant: _____ **Date:** _____