



# 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](mailto: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:

<b>Application Date:</b>		<b>Applicant Name:</b>	
Applicant Address:		Apt.:	Telephone (main): (alt):
City:	Province:	Postal Code:	
<b>e-mail for Correspondence/Contract:</b>			
<b>Organization Information:</b>			
Name:			
Address:		Apt.:	Phone Number:
City:	Province:	Postal Code:	
e-mail:			
<b>Please classify your organization in one of the following categories:</b>			
Not-for-Profit Activity      Private      Commercial			
Have you booked Lion Dick Brûlé Community Centre in the past?      Yes      No			
<b>Freedom of Information Statement</b>			
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 Centrepointhe Drive, Ottawa, Ontario, K2G 5K7.			



### Rental Requirements:

- (1) For individual events; the date. For multiple events of the same type, list all dates. For an event spanning multiple days, specify all dates.
- (2,3) Enter the Event Type and Activity. If your activity is not listed, provide a brief description.
- (4) Start time and end time for your event. The KHLHC provides 60 minutes of setup time before your event and 60 minutes of teardown time after your event at no charge. If you require additional setup/teardown time, please specify in the Special Needs section

<b>Will Liquor be Served?</b>	<b>Yes</b>
	<b>No</b>



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### Rental Costs

Not-for-profit activity \_\_\_\_\_ hours @ \$10/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.*

**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: \_\_\_\_\_ Rental Agreement  
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.

### Insurance:

**All users require \$2,000,000 Liability Insurance.** Without a valid Certificate of Insurance, the rental will not be approved.

The City of Ottawa has contracted with Instant Risk Coverage Inc. to provide access to very reasonably priced insurance for facility renters. You will need to go the IRC portal to create an account and apply for insurance by providing the company with the details of your proposed rental, including the above rental agreement number. If you accept their quote and purchase their insurance, we will receive a copy of the Certificate of Insurance automatically.

[Click here for the IRC Insurance Portal.](#)

OTHERWISE, You may consult your insurance provider to send us a Certificate of Insurance naming the City of Ottawa and the Kanata-Hazeldean Lions Club as also insured. The COI should be sent to [rental@khlions.com](mailto:rental@khlions.com)

☐ **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 once insurance coverage has been confirmed, and no later than 21 calendar days before the event.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_