



Rental Application Form

3020 Woodroffe Ave, Nepean, ON, K2J 4G3

Phone: 613-440-6300

Email: info@snmc.ca

Organization/Private

Private Non-Profit/Charity Business (non-profit/charity, proof required)

Type of Event

Event (food, snack, drink) Meeting (no food)

Personal/Organization Information

Name: _____

Organization: _____

Address _____

Phone: _____ Alternate Phone: _____

Email: _____

Reservation Details:

Purpose of Activity: _____

Number of People: (including children) _____

Date Required: _____ Program Start time _____ (am / pm). Program end: _____ (am / pm)

Location requested (circle one or more):

HALL	CAPACITY
1. Sports/Community Hall A & B	(up to 400)
2. Basement Hall A & B	(up to 100)
3. Basement Hall C & D	(up to 100)
4. Main prayer Hall	(up to 650)



RENTAL FEES TABLE

PARTIPANTS	MANDATORY INSURANCE	REFUNDABLE DEPOSIT	RATE (NON-PROFIT) PER HOUR	RATE (PRIVATE) PER HOUR	RATE (COMMERCIAL) PER HOUR	TIME SETUP & CLEAN UP	SELF FEES ¹ SETUP & CLEANUP	SNMC FEES ² SETUP & CLEANUP
Up to 50	\$25	\$100	\$25	\$35	\$60	2 hrs	\$25	\$70
Up to 100	\$25	\$100	\$30	\$42	\$70	2 hrs	\$40	\$100
Up to 150	\$25	\$100	\$35	\$50	\$80	2.5 hrs	\$50	\$115
Up to 200	\$25	\$200	\$40	\$60	\$90	3 hrs	\$60	\$150
Up to 250	\$25	\$200	\$45	\$70	\$100	4 hrs	\$80	\$180
Up to 300	\$25	\$200	\$50	\$80	\$120	4.5 hrs	\$110	\$220
Up to 350	\$25	\$250	\$60	\$90	\$140	5 hrs	\$150	\$300
Up to 400	\$25	\$250	\$70	\$100	\$165	5.5 hrs	\$170	\$340

1. If paying self-fees, the renter is responsible for setting up and dismantling the provided materials (tables, chairs, etc.)
2. If paying SNMC-fees, SNMC will be responsible for setting up and dismantling the provided materials (tables, chairs, etc.)
3. SNMC will provide the requested materials, but setup depends on the fees paid.
4. The renter is responsible for garbage collection at the end of the event and disposing it to the garbage containers located in the parking lot near the school.
5. In any case, the renter is always responsible for cleaning up the kitchen. Security deposit will be used to cover costs related to cleaning the kitchen, if the kitchen is not left clean at the end of the rental period.



SNMC RENTAL MATERIALS

#	MATERIAL NAME	REQUESTED QUANTITY	PRICE PER UNIT(CAD)	TOTAL PRICE(CAD)
1	Table (rectangular)*		Included	
2	Table (round)*		\$4	
3	Table Cover		\$5/each	
4	Chair*		Included	
5	Projector		\$25	
6	Stage*		\$25	
7	Sound System		\$40	
8	TV		\$30	
9	Podium		\$20	
10	Jumping Castle		\$30	
11	Pop-corn Machine		\$25	
12	Cotton Candy		\$25	
13	Coffee & Tea Percolator		\$20	
14	Bubble Soccer		\$8/each/hr	
15	Table Tennis		\$25/2hr	

-----For SNMC Office Use -----

Total Rental fees: _____ Security Deposit: _____ Total Due: _____

Terms and Conditions:

1. SNMC reserves the right to cancel any activity that fails to meet the conditions
2. The applicant needs to give 7 days' notice to cancel the event for a full refund. Between 7 days and 48 hours of the event, a 50% refund will be given. No refund for cancellation of < 48 hours...
3. Rental fees and insurance charges are due in full upon signing and, SNMC has the right to refuse the applicant. Reservation will not be confirmed until the full payment is made.
4. Activities must be limited to facilities/areas assigned for the event.
5. The people attending the event must not exceed the number specified in the application.
6. Smoking and alcohol is not permitted at any time inside the building
7. The use of equipment must be approved by the SNMC in advance.
8. The Applicant must provide proof of insurance and shall name SNMC as additional insured there under or pay \$38.00 ** as insurance for the event. This insurance fees to be paid with rental fees.
9. Based on event, damage deposit \$50 to \$200, will be used to cover costs related to cleaning and/or property damage during the event.
10. Renter is responsible for any loss or damage to halls, appliances and fixtures, thereof.
11. During the event, the applicant(s) bears responsibility for payment of any fee(s) charged by the Municipality or Fire department for a false fire alarm, or any such emergency.



12. Any individuals affiliated with the applicant and/or event will not under any circumstances hold SNMC responsible for any claims regarding damages against persons or property which may be brought about during or as a consequence of this event/activity.
13. Food and beverages will be allowed in the designated areas only
14. The facility must be cleaned and all materials removed and returned as neat and clean.
15. All garbage bagged and disposed in the garbage container at the parking lot near the school
16. Only warming and/or serving of food through the kitchen is permitted after approval by SNMC.
17. The applicant must ensure that parking rules are followed on SNMC premises.

THE APPLICANT HEREBY AGREES TO ABIDE BY ALL APPLICABLE REGULATIONS DURING THE RENTAL OF THE FACILITY FROM SNMC ON THE DATE AND TIME AND AT THE RATE SHOWN. THE APPLICANT FURTHER ACCEPTS ALL OF THE ABOVE CONDITIONS AND ACKNOWLEDGES THAT SHOULD THEY FAIL TO COMPLY WITH THEIR OBLIGATIONS AS LISTED ABOVE, THEIR EVENT MAY BE CLOSED DOWN.

Additional Information, Conditions, or Agreements.

APPLICANT SIGNATURE	DATE	APPROVED BY	DATE