WINDSOR CURLING CLUB
RENTAL AGREEMENT

Box 501, 174 Gray Street Windsor, NS B0N 2T0 902-798-4662

Email: rentals@windsorcurlingclub.ca

1. RENTER INFORMATION & RENTAL DETAILS

Renter Name / Organization	
Primary Contact Person	
Phone Number	
Email Address	
Type of Event	
Rental Date(s) & Time(s)	

2. RENTAL FEES & PAYMENT SCHEDULE

Rental Rate / Space Fee (Use area below for description of rental)	$ _____
Booking Deposit (Refundable up to 14 days prior to rental date)	$100.00
Damage Deposit (Refundable post-inspection)	$150.00
Total Amount Due	$ _____
Amount Due at Time of Signing	**$250.00**

3. TERMS & CONDITIONS

BAR & ALCOHOL SERVICE

Bar Required ☐ YES ☐ NO

- Bar service is available from **10:00 AM to 12:00 AM (Midnight)**.
- **Prohibitions:** No outside alcohol may be brought onto Club premises for consumption. Alcohol provided as prizes held at the bar.

KITCHEN & FOOD SERVICE

Kitchen Required ☐ YES ☐ NO

- **Food Prep Requirements:** Any food brought into the Club must be prepared in a licensed facility.
- **Kitchen:** Valid Food handlers certificate required

FACILITY SETUP, MAINTENANCE & RESTRICTIONS

Set up required by WCC ☐ YES ☐ NO

- **Opening and Closing:** The facility will be accessible 30 minutes prior to the rental period and up to 30 minutes after. An additional surcharge may be levied for any rentals that require the facility to be open more than 30 minutes prior to or after the rental period.
- **Furniture Setup:** WCC will set up tables and chairs prior to the event upon request (or the Renter may arrange them). The Renter **must restack** all tables and chairs post-event.
- **Decorations:** Taping, tacking, or pinning items to walls is **strictly prohibited**. All decoration plans must be pre-approved by the Rental Coordinator.
- **Confetti:** Confetti is **strictly prohibited** anywhere on Club premises.
- **Smoking:** Smoking and vaping are strictly prohibited indoors and near all exterior entryways.

SOLID WASTE & RECYCLING COMPLIANCE

Cleanup Required by WCC ☐ YES ☐ NO

- The Renter is required to sort, bag, and dispose of all garbage, recyclables, and compostable items in compliance with the **West Hants Solid Waste By-laws**.
- Sorting guidelines and receptacles are located inside the Club. All sorted waste must be deposited into the designated outdoor bins. **Failure to sort or dispose of waste properly will result in full or partial forfeiture of the damage deposit.**

ICE SHED

Ice Shed Required ☐ YES ☐ NO

Instructor Required ☐ YES ☐ NO

ATTIRE:

- **FOOTWEAR**: If you don't have curling shoes, use a clean pair of flat running shoes. The club has grippers available for you to use but quantities are limited.
- **CLOTHING:** Wear loose fitting clothing. The Ice Shed area has an average temperature of 7 degrees Celsius. Dress in layers. Gloves or mitts are recommended.

EQUIPMENT:

- The club has a supply of brooms and sliding devices

SCHEDULE:

- Arrive at least 20 minutes early.
- If you have a large group, please plan to arrive earlier

INSURANCE REQUIREMENTS

Insurance Required ☐ YES ☐ NO

- For non-curling events, the Renter must provide a valid **Certificate of Insurance** to WCC at least **five (5) days prior** to the rental date. (WCC Members Exempt)

DAMAGES, EXTRA FEES & CLEANING CHARGES

- Any damage (including broken dishware) must be reported immediately to a WCC representative.
- The Renter is responsible for leaving all rented areas (hall, kitchen, restrooms, changing rooms) in their original condition.
- **Additional Service Rates:**
  - **WCC Staff/Volunteer Labor:** $20.00 / hour per volunteer (plus materials) for required repairs or excessive cleanup.
  - **Cleaning Service Fee:** $25.00 / hour if additional cleaning is required post-rental.
  - **Contractor Repairs:** Billed at the third-party contractor's standard labor and materials rate.

5. AGREEMENT & SIGNATURES

By signing below, the Renter agrees to abide by all rules, guidelines, and terms outlined in this agreement and the attached Cleanup Checklist.

Renter Signature: _____ **Date:** _____

WCC Rental Coordinator: _____ **Date:** _____

OFFICE USE ONLY

- [ ] Insurance Certificate Received *(if required)*
- [ ] Booking Deposit Collected ($100.00)
- [ ] Damage Deposit Collected ($150.00)

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WINDSOR CURLING CLUB – CLEANUP CHECKLIST

The Renter is required to complete the following items at the conclusion of the event. Please initial each item upon completion and submit this checklist to a WCC representative or email it to **rentals@windsorcurlingclub.ca**.

Cleaning Task	**Renter Initials**
Dishes & Flatware: Cleaned, thoroughly dried, and returned to proper storage.	
Countertops & Tables: Cleaned and wiped down.	
Kitchen Appliances: Oven, stovetop, microwave, and small appliances cleaned; small appliances put away.	
Refrigerator: Checked and cleared. No leftover food or condiments left behind without WCC approval.	
Spills & Surfaces: All beverage and food spills cleaned up across the facility.	
Floors: Swept clean and unmarred.	
Sinks: Kitchen and bar sinks cleaned and scrubbed.	
Restrooms: Checked and all toilets flushed.	
Garbage & Sorting (West Hants Compliance): • Garbage bagged in clear bags and placed in outside bin. • Recyclables sorted into designated containers, placed in outside bin. • Cardboard bundled and placed in outside bin. If bin is full, stack by kitchen back door. • Compostables placed in the outside green bin.	

Inspected By (WCC Representative): _____

Date: _____

Damage Deposit Returned: [ ] Full [ ] Partial ($_____) [ ] Withheld