



TERMS AND CONDITIONS FOR RENTAL OF CCLCS FACILITIES

1. BOOKINGS

- 1.1. In order to book the facility a completed rental request form must be submitted to the Facilities Rental Coordinator.
- 1.2. Requests are accepted for up to one year prior to the event.
- 1.3. Last minute booking requests may be accommodated subject to availability or in the event of cancellations.
- 1.4. Upon approval of the booking, a formal approval detailing the applicable rental charges will be sent to the Client.

2. RENTAL FEES

- 2.1. Rental Fees and Cautionary Deposit must be paid by Linx, Credit Card and Certified Cheques made payable to Cipriani College of Labour and Co-operative Studies (CCLCS).

2.2. Payment of the Rental Fees and Cautionary Deposit must be made on or before two weeks prior to the event.

2.3. The final Rental Charge will be determined within five business days after the final rental date. Any rental charges that exceed the Rental Fee will be deducted from the Cautionary Deposit. If the final charges will be exceeded the Cautionary Deposit, an invoice for the difference issued to be paid in full before the event.

3. RESERVATION DEPOSIT

3.1. The Reservation Deposit consists of 50% of the Rental Fees as well as the full Cautionary Deposit to be paid at least two weeks before the event. This directive stands unless otherwise stipulated by Management in writing.

- 3.2. The remaining 50% of the rental fee must be paid no later than five business days to the event.
- 3.3. Bookings are confirmed only upon receipt of the Reservation Deposit. Failure to submit payments by the stipulated dates may lead to the cancellation of the booking and the date(s) may be offered to other clients.

4. CAUTIONARY FEE

- 4.1. The Cautionary Deposit is to defray, among other things, the cost of replacing stolen items, repairing damages and any other charges accrued from the Client's use of the venue.
- 4.2. The full Cautionary Deposit or the balance of the Cautionary Deposit after payment of additional charges will be refunded to the client.

5. CANCELLATION POLICY

- 5.1. Request for cancellation of Events must be submitted in writing (by letter, email or fax) addressed to the Facilities Rental Coordinator. Failure to promptly or properly cancel may result in the forfeiture of the Reservation Deposit.
- 5.2. Refund and forfeitures for cancelled bookings are as follows:
 - 5.2.1. Cancellations made five to nine months prior to the event will result in 75 % forfeiture of the Cautionary Deposit. i.e. of the Rental Fee and the full Cautionary Deposit.

- 5.2.2. Cancellations made one to five months prior to the event will result in the 50% forfeiture of the Reservation Deposit

- 5.2.3. Cancellations made within one month prior to the event will result in complete forfeiture of the Rental Fees and Cautionary Deposit.

- 5.3. Cancellations due to extenuating circumstances on the part of the Client will be submitted to the Management Committee for consideration for a full or partial refund at their discretion.

- 5.4. Cancellations due to extenuating circumstances on the part of the CCLCS will result in a full refund to the Client.

- 5.5. A change in date within one month of the event will result in a penalty of 50% of the Cautionary Deposit, unless the change of date is as a result of verifiable unforeseeable circumstances on the part of the Client.

6. VENUE

- 6.1. The spaces for rental at CCLCS include:

- 6.1.1. The CLR James Auditorium – capacity 416 seats
- 6.1.2. The Conference Room
- 6.1.3. Class Rooms
- 6.1.4. Car Park
- 6.1.5. Grounds/Field
- 6.1.6. Computer Lab
- 6.1.7. Other

- 6.2. Auditoria occupancy is limited to the number of seats. Clients must not

- print or sell in excess of the fixed number of seats. Failure to comply with this stipulation will result in the complete forfeiture of the Cautionary Deposit.
- 6.3. All aisles, doors and exits are to stay unblocked and unobstructed. Clients are to ensure that decorations placed in the Lobby area do not obstruct any passage ways, doors, staircases, or cabinets housing fire extinguishing equipment.
- 6.4. No food or drinks are allowed in the seating area of the Auditoria. Refreshments may be consumed by patrons in the lobby and by performers in the dressing rooms only.
- 6.5. Clients are not allowed to attach (*stick, nail, paint, tack or staple*) anything to stage or entrance curtains, walls, ceilings, any glass surfaces and lobby or auditorium floors. Plants must be potted, free standing, and placed on saucers to prevent soiling of the floor tiles. Rented chairs and tables should have caps on the legs to prevent damage to the floor tiles.
- 6.6. No open fire or flame of any type or duration is allowed in the building or on the premises. This includes no smoking of any tobacco products inside the Auditoria.
- 6.7. Clients who use the outside facility for any event must protect all infrastructure located in the grounds and carpark; namely the speakers, fountain, tiles, plants, guard rails, fire hydrants, guard booth and perimeter lights. Clients are liable for any foreseeable damage caused by them to the aforementioned.
- 6.8. Clients who use the outside facility for an event will not be granted access to the building for any reason and as such must provide restroom and water facilities as well as any needed source of electricity i.e. a generator. They are also responsible for cleaning the Car Park and/or Grounds removing all their equipment and all refuse from the event.
- ## 7. LOAD-IN AND SET UP
- 7.1. Clients must submit an Information Form to the Facilities Rental Coordinator at least one week prior to their load-in date. Note that Facilities Rental Coordinator can only be accommodated to the limits of the room capabilities.
- 7.2. All other prerequisite documents i.e. the Music Declaration Form and the Event & Rehearsal Sign In Sheet must be submitted at least one week prior to load-in.
- ## 8. SITE VISITS, REHEARSALS AND EVENTS
- 8.1. All site visits, rehearsals and event dates and times must be pre-arranged with Facilities Rental Coordinator.
- 8.2. Lighting and Sound Room equipment are only to be operated by CCLCS Technicians.
- 8.3. A rental day must not exceed 8 hours starting from the technical set-up. Overtime charges will be applied for

exceeding the 8 hour rental period in the amount of \$100/hr per technician.

9. REHEARSAL AND EVENTS

- 9.1. All Clients' equipment and property must be removed from the premises before 11:00 p.m. of last rental day or at the end of the 8 hour rental period whichever comes first. The Client must vacate the compound before this time.
- 9.2. If Client property is not removed as specified, a Storage Fee of \$500.00 per day or any part thereof will be charged until all items are removed. After thirty (30) days if the items have not been removed CCLCS reserves the right to discard them.
- 9.3. CCLCS reserves the right to stop the Client's event if it runs beyond 11:00 pm.
- 9.4. Eight seats shall be reserved for the College at each performance.

10. INDEMNITY AND LIABILITY

- 10.1. The Client is responsible for any damage to any property used by the Client on the CCLCS' compound occurring as a result of misuse, abuse, or failure to comply with this Rental Contract by anyone given permission by the Client to be in attendance or associated with the Rental. The Cautionary Deposit will be forfeited should this occur, to cover the cost of repair and clean-up. The Client will be required to reimburse CCLCS for any reasonable repair or clean-up

costs exceeding the Cautionary Deposit.

- 10.2. All Clients' equipment and property that remain on the premises during or after rental period are left at the risk of the Client. CCLCS Management is not responsible for securing the aforementioned.
- 10.3. CCLCS is not liable for any damages, including loss or theft, of any equipment or property brought onto or left on the premises.
- 10.4. CCLCS does not accept liability for loss, accident, injury or death, however caused, to persons or property on the compound resulting from rental of any lease space within the facility or grounds.
- 10.5. CCLCS shall not be liable for personal injury, damage, loss or other liability with respect to the loss or theft of personal or equipment belonging to the renter, its representatives, participants, or anyone attending on the invitation of the renter.
- 10.6. CCLCS is not responsible for the failure of any equipment due to a defect of the equipment, electrical surge or power outage and therefore is not responsible for any expenses incurred as a result of these failures.
- 10.7. Clients agree to indemnify CCLCS against any liabilities resulting from the rental of the facilities for any event.

11. LICENSE

- 11.1. The sale or consumption of alcohol must be approved by the Facilities Rental Coordinator. A liquor license must then be acquired and proof of such must be submitted two weeks prior to the event.
- 11.2. All necessary performing rights, permissions and licenses must be obtained from the relevant licenses bodies for productions that are not the Client's own original work and proof of such must be submitted upon final payment of the rental fees.
- 11.3. Clients must fill out and submit the Music Declaration Form listing all music that the Client intends to use during their production in order to be covered by the venue's COTT License.

12. MEDIA

- 12.1. Clients are required to indicate in writing any proposed recording of their event (audio, video & photographic) for Archival, Promotional or Commercial purposes.
- 12.2. Recordings made by the Producer for Archival purposes would not incur fees. If a client indicates that heir recording is for archival purposes but it later comes to the attention of CCLCS Management that it was used for commercial or promotional intent, the Client will be billed accordingly.
- 12.3. Clients are required to inform the Facilities Rental Coordinator of any and all media personnel expected to attend the event.

13. AGREEMENT

- 13.1. Any additional requests for which no provision has been made in these terms and conditions should be addressed in writing to the Facilities Rental Coordinator.
- 13.2. Client must comply with the direction given by CCLCS Staff as it relates to the Terms and Conditions and the use of all lease areas on the compound. Violators may be banned from rental up to twelve months for the first offence. Subsequent violators will result in more stringent restrictions.