



Union Hall Rental Agreement

Applicant's name _____

Mailing Address _____

City _____ Zip Code _____

Telephone (Home) _____ (Business) _____

Organization Represented _____

Alternate Representative _____ Telephone _____

Purpose of Event _____

Single _____ Weekly _____ Bi-Monthly _____ Monthly _____

Facilities needed:

Upstairs _____ Downstairs _____ Kitchen Facilities _____

I hereby agree to rent the above mentioned facility for the following date(s). I agree to not leave the building unattended during the following hours. Further, I have read, understand and agree to the terms and conditions as stated on the reverse.

DAY	DATES	TIME	COST
SECURITY DEPOSIT*\$			
TOTAL \$			

***SECURITY DEPOSIT – Normal deposit is \$150, may be waived by Local President or Financial Secretary if USW 12-591 member is the lessee.**

****RATES are subject to change at the will of the Executive Board.****

IMPORTANT INFORMATION ABOUT YOUR RENTAL:

Contract must be signed along with the rent and any applicable deposit being paid **at least 7 (seven) days prior** to the scheduled event. In the case of cancellation by the lessee, unless **at least 7 (seven) days notice** of cancellation is given to the named facility supervisor, the lessee will forfeit their rental fee.

The original of this agreement must be returned to the USW 12-591 Local Office along with your payment. Please make your check payable to "USW 12-591".



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FACILITIES RENTAL TERMS AND CONDITIONS

1. USW 12-591 reserves the right entirely at its discretion to accept or reject any application for use of this facility.
2. The applicant will be responsible and reimburse USW 12-591 for any missing articles or any damage caused by anyone connected with the rental, or attending the function.
3. The applicant is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found. If there is excess clean up or damage to rooms, USW 12-591 will retain a portion or full amount of the damage deposit after assessment by USW Staff. Also it is expected that:

GENERAL:

- Confine all activities to the building.
- Chairs & tables are to be wiped off and returned, in an organized manner, to the storage room.
- Ensure all lights are off, windows and doors are shut and locked when event is over.
- Make sure all water taps are closed tightly and toilets not running.

KITCHEN:

- Ovens and burners turned to OFF position when finished.
- All dishes washed and counters wiped.
- All spills to be wiped from refrigerator and make sure ALL food is removed.
- All spills to be wiped from stoves and ovens.
- Coffee pots to be emptied and washed.

4. All bookings will be secured contractually. The applicant (lessee) is personally responsible for payment of the rental fee.
5. The USW 12-591 Executive Board shall settle all disputes and is the final authority and may cancel rentals at any time. In such case advanced notice will be given, if possible.
6. The full rental fee must be paid prior to the event. If not the booking is canceled.
7. Persons renting the premises are responsible for obtaining and providing proof of any permits that may be needed for the event.
8. Where additional cleaning of the premises is deemed necessary by the USW 12-591, the lessee agrees to pay the cleaning charge as deemed by the USW 12-591.
9. Everything must be out of the hall immediately following your event unless prior arrangements have been made with the Lessor. Failure to do so may result in being billed for a second booking.
10. It is the contact person's responsibility to notify his/her group of the above terms.
11. Absolutely **NO SMOKING** in our Facilities

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF AGREEMENT and LOSS OF ANY SECURITY DEPOSIT PAID.

Disclaimer

** I [we] agree to indemnify and save harmless The USW 12-591, it's agents, it's employees, Council and representatives against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with USW 12-591, or while in or about the USW 12-591 building or premises, or arising from accident or any injury not caused by an act of the USW 12-591, it's agents, it's employees, Executive Board, representatives to anyone attending the event for which I [we] have rented the USW 12-591 Local Union Hall [and kitchen] or arising from liens or claims resulting from the performance of this contract. **

Lessee Signature _____ Print Name _____

Date _____ Approved By _____

(President or Financial Secretary)