

BEECHWOOD CO-OPERATIVE HOMES INC.

COMMUNITY CENTRE RENTAL AGREEMENT

BETWEEN:

BEECHWOOD CO-OPERATIVE HOMES INC
693 BEECHWOOD DRIVE
WATERLOO, ON N2T 2P6
(hereinafter called the "Co-op")

AND:

(hereinafter called the "Lessor")

WHEREAS the Co-operative has determined that the Community Centre may be used by individual members for private functions under certain conditions; and,

WHEREAS the above Lessor has requested permission for such use and agreed to the conditions set out hereinafter;

THEREFORE the Lessor and the Co-op agree as follows:

RENTAL FEE AND DEPOSITS

Cleaning Deposit: A \$50.00 refundable cleaning deposit is required of all groups meeting in the Centre. This deposit will be refunded within thirty (30) days following your group's event. As long as there has been no damages and The Centre staff does not have to do any cleaning up after you. Any required cleaning or maintenance necessary following your use of the Centre will be charged at the rate of \$25.00 per contractor per hour. Minimum charge shall be \$25.00 (one hour) and additional time will be pro-rated. If charges are made against a standing deposit, that deposit must be fully restored prior to the next use of the Centre.

Any damages to the Community Centre of furnishings or other by the Lessor the Lessor's family or guests will be repaired by the Co-op and the Lessor will be billed directly for any expense that is not recoverable from the Lessor's deposit and/or insurance. If the use of an outside contractor is required the Lessor will pay the amount of damages at the contractor's set rate.

An N.S.F. fee of \$35.00 will apply if a cheque is returned to the Community Centre.

The Co-op will provide the Lessor with copies of the appropriate policies, which the Lessor will agree to uphold.

LEGAL RESPONSIBILITIES:

BEECHWOOD CO-OPERATIVE HOMES INC.

The Lessor agrees to observe the regulations of the Fire Marshall which restrict the number of people in the Community Centre at one time to 100.

The Lessor is responsible for the Community Centre from the time the key is issued until an inspection has been completed and the key is returned to the Co-op.

The Lessor will provide the Co-op evidence of liability and contents insurance 7 days prior to the scheduled event.

Alcoholic beverages may not be served in the Community Centre unless a license is secured by the Lessor. In the event that liquor is to be served all criteria must be met for the usage and approved by the board of directors first.

LESSOR'S RESPONSIBILITY TO UPHOLD CO-OP POLICIES:

The Lessor is required to advise their guests of the Vehicle Control Policy and any other policies and/or guidelines that may affect the Co-op property or the rights of the Co-op members in relation to the use of the Centre. There is no parking allowed in front of the centre and vehicles parked there may be ticketed.

Children attending a function at the Community Centre must be supervised by a responsible adult(s) at all times.

No smoking is permitted inside the Community Centre.

If any posters or other such decorations are to be hung on the walls, the Lessor agrees to use only masking tape or non-marking removable adhesive. Thumbtacks, stickpins and cellophane tape may not be used. The Co-op will not be responsible for any rental equipment return or storage that the Lessor has rented.

The Lessor will remove all garbage accumulated during this function from the Centre and have the Centre cleaned no later than 11:00 am on the morning following the function. All dishes used will be cleaned and put back in the appropriate spot. Any dishware removed from the Centre will be returned by 11:00 am the morning following the function. Failure to return any removed items will result in the amount being taken from the initial deposit. The only exception to this will be if the Co-op has a function planned for earlier in the day. Whereas then the clean up time will change depending on ending time of the rental Centre.

INSPECTION AND REFUND PROCESS:

The Co-op shall ensure the condition of the Community Centre is satisfactory when the keys are issued to the Lessor.

BEECHWOOD CO-OPERATIVE HOMES INC.

The Co-op shall inspect the Centre when the keys are returned to the Co-op.

The Lessor shall make arrangements with the cleaning staff for a mutually agreeable time to inspect the Community Centre after use.

If the Lessor is not present at the agreed upon time of the inspection, the cleaning staff will conduct the inspection with preferably a Director of the Co-op or in their absence a member of the Co-op.

SCHEDULES TO THIS AGREEMENT:

Schedule 1: Community Centre Request Form and Schedule 2: Community Centre Inspection Report (attached hereto) shall form part of this Agreement.

SIGNATURES

Agreed to and signed this _____ day of _____ 2____.

For the Co-op:

For the Lessor:

BEECHWOOD CO-OPERATIVE HOMES INC.

SCHEDULE 1: COMMUNITY CENTRE REQUEST FORM

To request the use of the Centre please fill in as much of the following information as possible to assist us in accommodating your functions needs.

Scheduling will be done as soon as possible. The greater the lead-time that you are able to furnish this requested information to us the easier and more likely it will be to accommodate your functions. Thank you for your cooperation

Full name of Group / Function

Complete Mailing Address of Group / Function

Purpose of meeting or function

Do you intend to serve alcohol? Yes _____ No _____

If yes, is a copy of liquor license attached? Yes _____ No _____

MAIN CONTACT

Ms/Mrs./Mr. _____

Phone number(s) Day _____ Evening _____

Fax# _____ Pager/Cell _____

Discretion Needed: Day? Yes _____ No _____ Evening? Yes _____ No _____

Best times to reach you? _____

ALTERNATE CONTACT:

BEECHWOOD CO-OPERATIVE HOMES INC.

Ms/Mrs./Mr. _____

Phone number(s) Day _____ Evening _____

Fax _____ Pager/Cell _____

Discretion Needed: Day? Yes _____ No _____ Evening? Yes _____ No _____

Best times to reach you? _____

First Choice of dates: _____

Set up time? _____

Second Choice Day of dates: _____

What is the number of people to attend? _____

Do you plan on having food or beverages at his event No _____ Yes _____

If yes please describe: _____

Will you be providing your own plate wear and cutlery? Yes _____ No _____

Total Cost for Centre \$ _____

Total Cleaning Deposit(s) \$ _____

If Centre is left clean, deposit to be returned within five business days.

Have you read all of the policies and information on the Centre and requirements for using the Centre? Yes _____ No _____

Do you have any questions?

Authorized agent/Renter _____ Date _____

BEECHWOOD CO-OPERATIVE HOMES INC.

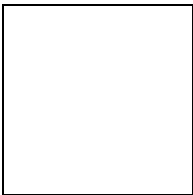
SCHEDULE 2: Community Centre INSPECTION REPORT

LESSOR: _____

DATE OF FUNCTION: _____

DATE AND TIME OF INSPECTION: _____

INSPECTED BY: _____ AND _____



COMMENTS:

CHARGE TO LESSOR: _____

DEPOSIT REFUND _____

LESSOR'S SIGNATURE: _____