

# Manotick Curling Center

5519 South River Road, Manotick | 613.692.1489 | [rentme.mcc@gmail.com](mailto:rentme.mcc@gmail.com)

## Rental Agreement

The Manotick Curling Center agrees to rent the facilities noted below to the following person or organization (hereinafter called the 'renter').

Name of Renter:
Organization:
Mailing Address:

## Contact Information

Name (if different from renter):			
Phone Cell:	Other:		
Email:			
Date (s) of Rental:			
1 <sup>st</sup> Choice:	2 <sup>nd</sup> Choice:		
Rental Frequency: One Time	Weekly	Monthly	Annually
Notes:			

## Event/Activity Description

Meeting	Practice	Corporate Activity	School Activity	Reception	Product Launch	Curling Association	Open House
Community	Fundraiser	Sport Association	Private Function	Stag & Doe	Craft Fair	Town Hall	Wedding

## Comments/Special Requests

### Renter CheckList

1. Complete Rental Form on Page 2
2. Bar Services YES or NO, if YES indicate start & end time
3. Self Bar (only for OFF season)
4. Email completed Rental Form with TOTAL payment to [rentme.mcc@gmail.com](mailto:rentme.mcc@gmail.com)

Renter Initials:  
MCC Initials:

Circle YOUR selection	Seasonal Oct 1 - Mar 31		Off Season April 1 - Sept 30		Enter Fee
	Member	Non Member	Member	Non Member	
Three Sheets for Full day - 4 hrs plus	\$550.00	\$700.00			
Three sheets for 2 to 4 hours	\$400.00	\$500.00			
Three sheets for 2 hours or less	\$230.00	\$250.00			
Two sheets for 2 to 4 hours	NA	NA			
Two sheets for 2 hours or less	\$160.00	\$175.00			
One sheet for 2 to 4 hours	NA	NA			
One sheet for 2 hours or less	\$90.00	\$100.00			
Hall (Rink) incl kitchen	NA	NA	\$930.00	\$1,050.00	
Lounge and kitchen only (4 hrs plus)	\$320.00	\$400.00	\$330.00	\$410.00	
Lounge and kitchen only (up to 4 hrs)	\$195.00	\$230.00	\$205.00	\$255.00	
Coaches (min of 1 hr – up to 4 hrs) Fees are per coach requested	\$50.00/hr	\$75.00/hr			
Bar service	\$30/hr (3hr min) Each additional hour (\$50/hr)		\$30/hr (3hr min) Each additional hour (\$50/hr)		
Security Deposit					\$500
Subtotal					
HST @13%					
Total Payment DUE with signed contract by Electronic Funds Transfer or DEBIT					

Renter requires BAR                      NO              YES                      Start Time:                      End Time:

Renter provides SELF BAR              NO              YES                      Attach copy of Special Event Liquor License

Renters who meet the following criteria are required to provide proof of “Event Insurance” or alternatively have their organization provide a “Certificate of Insurance (COI)” showing Manotick Curling Centre (Club) as the named insured, with their rental application. A minimum of \$5M liability insurance including liquor coverage if applicable to your event is required. Event insurance is available for purchase from a number of on-line vendors including Duuo.ca or Palcanada.com.

Renter Criteria Requiring Insurance:

- A Private Corporation renting ice for an event
- A Public Organization renting ice for an event (schools, art groups...)
- Any community event using the ice barn and/or lounge greater than 50 people

### **Security Deposit**

The security deposit must be made at time of booking by EFT (electronic funds transfer) or DEBIT. Rental cannot be guaranteed without payment in FULL (including Security Deposit).

The renter is liable for all damage caused to the property of the Manotick Curling Center that occurred during or in connection with the renter’s event. A security deposit is to be provided at time of rental confirmation. The security deposit will be applied to the cost of

- repairing damages done to MCC property or in connection with the event
- clean-up after the event if proper clean-up has not been done by the renter

The renter will be contacted by MCC following the renter’s event in this respect. If funds in addition to the security deposit are required for the purposes aforesaid, then by its signature on this contract, the renter agrees to pay those additional funds on demand.

Note: The MCC is not responsible for any unforeseen circumstances requiring the club to be shut down: (e.g. COVID mandates, power outages etc.). Renters would be reimbursed any applicable amounts in such situations.

### **Coaching Requests (Season Oct 1 to Mar 31)**

During the curling season (October 1 to Mar 31) the renter may request or require coaches for their party. This service may be provided for a fee as shown in the Table on Page 2. Fees reflect charges on a per coach basis. A minimum fee of 1 hour will be assessed and up to a maximum of 4 hours may be requested.

### **Bar Services (Season Oct 1 to Mar 31)**

Unless specifically agreed, alcoholic beverages must be served under the Manotick Curling Center license. During the curling season (October 1 to Mar 30) the bar must be operated by a bartender supplied by the Manotick Curling Center and must not be opened except by the authorized bartender during the times noted on PAGE 2.

## **Self-Bar Agreement (OFF Season Apr 1 to Sep 30)**

If the renter requests, the renter is permitted to operate his/her own bar under a Special Occasion Permit obtained by the renter at the renter's expense. This option is available only for rentals during the months of May, June, July, August and September. In such circumstances the Manotick Curling Center bar is not opened for the renter's event; and the renter is completely responsible for stocking, staffing, setting up and dismantling his/her bar, and for operating the bar in accordance with the terms and conditions of the Special Occasion Permit. A Special Occasion Permit is required by and obtained from the LCBO. Proof of the permit must be provided to the Manotick Curling Center.

## **Other Facilities**

**MCC Kitchen:** is not available to the renter unless it is rented in accordance to the RENTAL form Page2

**MCC Phone:** are to be used by the renter only in the case of emergency. In event, all long distance charges are the responsibility the renter and will be deducted from the security deposit or billed to renter and paid on demand, as appropriate.

## **Responsibility of RENTER for Post Event Clean-Up**

It is the responsibility of the renter to clean the Manotick Curling Center thoroughly following completion of the renter's event, generally returning the facility to the condition it was in prior to the commencement of the renter's event. **Renter must thoroughly clean:**

- Washrooms
- Kitchen including dishes and appliances
- Return all tables and chairs to their storage areas, if used
- Garbage picked up and boxed/bagged
- Tables wiped clean
- Floors dry/wet mopped

Failure to comply with this condition of the rental agreement will result in MCC having the facility cleaned at the renter's expense **(\$25/hour with 4 hour minimum)** and any costs in this respect will be deducted from the security deposit. Charges in excess of the security deposit will be billed to the renter and paid on demand.

## **Age Restriction**

No children under the age of 12 years shall be permitted on the ice unless their presence there has been agreed to by Facilities Director or their delegate in advance of the rental.

**Rental Rules (Season Oct 1 to Mar 31)**

1. All participants must sign off on the clubs **Code of Conduct** and all appropriate waivers including the **Informed Consent and Assumption of Risk** and for those under the age of 26 our **Concussion Protocol (Rowans law)**. These forms can be found online and must be completed in advance of ice use. All completed waivers must be sent to [waivers.mcc@gmail.com](mailto:waivers.mcc@gmail.com) for review.
2. **All outside** shoes **must be removed** and left in the main lobby
3. Children of all ages must be supervised at all times both in the Clubhouse and on the ice
4. No outside shoes shall be worn on the curling ice surface
5. No food or drink area allowed on or around the ice surface. Beverages to be consumed in Lounge only
6. Curling rocks are never to be lifted off the ice surface
7. No bare hands or fingers are allowed on the ice surface
8. No one is permitted to lie on the ice surface
9. All brooms and sliders are to be returned to their storage areas
10. All areas of the facility must be left in the same condition as they were found at start of rental.

This rental agreement is comprised of 4 (four) pages. **Each and every page must be INITIALED in the bottom right hand corner by the renter and by the Manotick Curling Center** Facilities Director or their designate. By signing below, both the renter and the representative of the Manotick Curling Center acknowledge having read and understood the terms of this contract and agree to be bound by it.

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**Signature of Renter:**

**Date:**

**Signature Manotick Curling Center:**

**Date:**