



# FILIPINO COMMUNITY CENTRE INC.

935 Northwood Street, Windsor, Ontario, N9E 1A2

Tel: (519) 966-8661 ❖ Email: fcci@cogeco.net

Renter Type: <input type="checkbox"/> Individual Are you a <input type="checkbox"/> FCC Member <input type="checkbox"/> Non-Member	<input type="checkbox"/> Organization
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## CONTACT INFORMATION

Name of Renter: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

## EVENT INFORMATION

Name of Event:  Baby Shower  Birthday  Meeting  Wedding  
 Others: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Date(s): \_\_\_\_\_

Set-up Time (Max 4 hours): \_\_\_\_\_ AM / PM

Event Time: \_\_\_\_\_ AM / PM Tear-Down Time: \_\_\_\_\_ AM / PM

## HALL RENTAL

<input type="checkbox"/> Day, 4-Hour Rate <b>\$250.00</b> (9:00 AM – 5:00 PM) Min. 4 hrs including set-up	<input type="checkbox"/> Evening Flat Rate <b>\$500.00</b> (6:00 PM – 1:00 AM) Including Tear-down	<input type="checkbox"/> Wedding Flat Rate <b>\$700.00</b> (6:00 PM – 1:00 AM) Including Tear-down
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## EQUIPMENT RENTAL

Wire Food Warmer      \$ 5.00 x _____ = \$ _____ Stainless Steel Warmer \$15.00 x _____ = \$ _____ TV / Projector         \$75.00 x _____ = \$ _____ Sound System         \$75.00 x _____ = \$ _____ <i>Amplifier, Spear and Mic</i>	<b>Included in the Hall Rental:</b> <input type="checkbox"/> Round Table (8 ppl) <input type="checkbox"/> Long Table (10 ppl) <input type="checkbox"/> Head Table <input type="checkbox"/> Buffet Table <input type="checkbox"/> Dessert Table <input type="checkbox"/> Small Table <input type="checkbox"/> DJ Table <input type="checkbox"/> Gift Table <input type="checkbox"/> Spotlights
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<b>FOR OFFICIAL USE ONLY</b>		
RENTAL RATE		
SECURITY/DAMAGE DEPOSIT		\$200.00
<b>SUB-TOTAL</b>		

<b>PAYMENT</b>		<b>DATE PAID/ FCC INITIALS</b>
<b>50% DEPOSIT</b> due on Reservation Day or 4 weeks before the event		
<b>BALANCE</b> due 2 weeks before the event		

<b>OTHER FEES</b>		<b>DATE PAID/ REFUND FCC INITIALS</b>
<b>Other Fees (NSF Fee, OT, etc.)</b>		
<b>REFUND</b>		

***Please make cheque payable to the Filipino Community Centre, Inc.***

A (NSF) fee of \$35.00 per returned cheque will be charged to the Renter.

## Hall Rental Policies & Guidelines

(The RENTER has to initial)

### A. Payments/Deposits/Cancellations

1. A 50 % rental fee deposit and security/damage deposit shall be paid at the time a confirmed reservation is made. Rental deposit shall be returned to the RENTER if a written (or emailed) cancellation of reservation is received thirty (30) days or more before the event. Cancellation received less than thirty (30) days from the event date is subject to deposit being forfeited to the Filipino Community Centre Inc.
2. If inspection of the facility after the event indicated no damage to the Filipino Community Centre Inc. property, the security/damage deposit will be returned to the RENTER within ten (10) business days after the event. The Filipino Community Centre Inc. reserves the right to retain all or a portion of deposit to cover damage and clean-up costs.
3. All rental fee balance shall be paid in full to Filipino Community Centre Inc. at least seven (7) days prior to the event.
4. There will be a \$35.00 charge on any returned cheque for non-payment for any reason.

### B. Rental Rules & Regulations

1. This Rental Agreement is for the organization or the individual (hereby called RENTER) indicated herein. It is NOT transferable.
2. The Renter will be responsible for all charges incurred due to loss or damage to the premises and /or its contents while using the facility before, during and after the event. It is the responsibility of the RENTER to leave the facility in the same condition as found. Please report any discrepancies found prior to the event.
3. The RENTER agrees to assume responsibility for any injury to vendors and guests attending the event. Likewise, the RENTER, and not the Filipino Community Centre, Inc., will be responsible for any article, goods or equipment belonging to the RENTER or its vendors or guests which maybe lost, stolen or damaged within or outside the premises including the parking lots.
4. All decorations must be removed from the premises after the event or the next morning at the latest.
5. If alcohol is served, the RENTER will be responsible for securing the liquor license permit and should be visible at all times during the event. This documentation must be copied and provided to the Filipino Community Centre, Inc. one week prior to the event.
6. Any advertising or promotion should be agreed upon by both the RENTER and the Filipino Community Centre, Inc. before using the name of the Filipino Community Centre, Inc. for whatever reason or purpose.
7. This facility is strictly 100 % smoke-free environment. It is the responsibility of the RENTER to enforce this Ontario By-Law.
8. THE FILIPINO COMMUNITY CENTRE, INC. IS NOT LIABLE TO THE RENTERS AND ITS VENDORS AND GUESTS FOR ANY THEFTS OR BREAK-INS AT THE PARKING LOT.

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Renter's Initials

**C. Set-up/Decorations/Rehearsals**

- 1. The seating capacity of the hall with tables is 150 guests. Without the tables, the maximum capacity is 200 guests.
- 2. Rent of the facility includes the use of the Main Hall, Dining Hall and Kitchen to reheat and store the foods and drinks.
- 3. The decorations are the responsibility of the RENTER unless otherwise specified by special arrangement with the Filipino Community Centre, Inc.
- 4. Please note the set-up times are as follows: The Filipino Community Centre opens at 10:00 am on Saturdays or call a week before to arrange the set-up time on the morning of the event.
- 5. Do not use nails or tapes for hanging or decorating the walls, ceiling or floors.
- 6. No hanging of any decoration is allowed from the grids of the ceiling.
- 7. The Hall must be vacated by 1:00 a.m. for any evening event as per the Ontario By-Law. There is a \$60.00 per hour overtime charge after 1:00 a.m.

For any questions or to arrange for set –up time, please call:

Milo Santos (519-990-1791), Tito Barrera (519-990-1453), Gloria (519-977-1463) or Clarissa (519-980-3120).

\_\_\_\_\_  
Renter’s Initials

**Filipino Community Centre, Inc.  
Hall Rental Agreement  
RELEASE FORM**

\* The undersigned, as authorized representative of the organization/individual (hereby called RENTER), has read, initialed and understood the FCCI Rental Guidelines appearing on this contract and agrees to conform to them and be strictly bound thereby.

\* The undersigned, as authorized representative of the organization/individual herein (RENTER), hereby releases the Filipino Community Centre of Windsor/Essex County, Inc., its directors, members, agents and volunteers from all claims, demands, liabilities, actions or causes of actions arising out of, or which may arise by reason of the undersigned’s use of the facility.

\* Without restricting the generality of the foregoing, the undersigned, as authorized by the said organization /individual (RENTER) , does hereby expressly release and forever discharge, the Filipino Community Centre, Inc., its directors, members, agents and volunteers from all claims, demands, liabilities, actions or causes for personal injury or death or damage to property (whether or not owned by the organization/individual (RENTER) or members of the organization (RENTER) or their guests) which may be sustained by the said use of the facility.

\* This release shall be binding upon the undersigned releaser, the organization/individual (RENTER) and its members and their heirs, executors, and administrator and shall insure to the benefit of the Filipino Community Centre, Inc., its directors, members, agents and volunteers and its and their heirs, executors, administrators and successors.

\_\_\_\_\_  
Print Name of FCCI Rep

\_\_\_\_\_  
Print Name of Renter

\_\_\_\_\_  
Authorized Signature of FCCI Rep

\_\_\_\_\_  
Authorized Signature of Renter

\_\_\_\_\_  
Date Signed mm/dd/yyyy

\_\_\_\_\_  
Date signed mm/dd/yyyy