

RENTAL APPLICATION FORM

105 Gibson Centre will respond to your **completed** application within 5 business days. If your application is submitted less than 2 weeks before your event date, 105 Gibson Centre may not process your application.

Applicant/Renter Information

Name (Group or Individual)	
Group Representative(s) (Up to 2 representatives)	
Address and Postal Code	
Telephone Number(s)	
Email Address	

Rental Information

Intended Purpose Of Use	<input type="checkbox"/> Private (by invitation only) <input type="checkbox"/> Public (by invitation and/or walk-in)	Anticipated number of attendees	
Types of Event	<input type="checkbox"/> Recreational Sports <input type="checkbox"/> Sport Tournament <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Banquet/Party (with food) <input type="checkbox"/> Workshop/Meeting/Conference <input type="checkbox"/> Exhibition <input type="checkbox"/> Fair/Booth <input type="checkbox"/> Others, please specify: _____		
Date(s) of the Events		Event Time	Total Hours
Set Up Date and Time		Clean Up Date and Time	
Venue requested (Floor Plan is attached as page 2)	<input type="checkbox"/> 101 <input type="checkbox"/> 102 <input type="checkbox"/> 106B <input type="checkbox"/> 106E-Dance Studio <input type="checkbox"/> 107 <input type="checkbox"/> 108-Open Area <input type="checkbox"/> 109-Kitchen <input type="checkbox"/> 111 <input type="checkbox"/> 113 <input type="checkbox"/> 114 <input type="checkbox"/> GYM <input type="checkbox"/> Chat Spot <input type="checkbox"/> Culture Café		
	Number of chairs required: (White) _____ (Red) _____ Number of tables required: (Long) _____ (Round) _____		
AV Equipment Requested	<input type="checkbox"/> Sound System <input type="checkbox"/> Microphone <input type="checkbox"/> Piano <input type="checkbox"/> Drum Set <input type="checkbox"/> Projector <input type="checkbox"/> CD Player <input type="checkbox"/> TV/DVD <input type="checkbox"/> Others: _____		
Other Item/Equipment Requested	<input type="checkbox"/> Stage <input type="checkbox"/> Podium <input type="checkbox"/> Partition <input type="checkbox"/> Others: _____		
Catering Arrangement By <input type="checkbox"/> 105 Gibson Cultural Café <input type="checkbox"/> Other provider(s)	Date and Time: _____		
	Venue (extra fee may apply if different from the event venue): _____		
Other Services Requested			
Insurance	<input type="checkbox"/> Purchase own insurance Provider: _____ Policy Number: _____		<input type="checkbox"/> Purchase coverage through our Insurance provider with surcharge

I, the undersigned, understand this is merely a rental application and the Centre is not obliged to grant approval. I have read, understood and agreed to the rules and regulations found in this application form and its attachments and confirm that all information submitted is correct and relevant.

 Print Name of Applicant/Renter
 (& Title of signatory)

 Applicant/Renter Signature

 (Month/Day/Year)

Floor Plan of 105 Gibson Centre
Venues
Approximate Capacity in theater seating style with no other furniture

101 - Multipurpose Room	150 people, 1175 sq. ft.
102 - Multipurpose Room	150 people, 2018 sq. ft.
106B - Multipurpose Room	60 people, 409 sq. ft.
106E - Dance Studio	60 people, 714 sq. ft.
107 - Multipurpose Room	30 people, 282 sq. ft.
108 - Open Area	250 people, 2340 sq. ft.
109 - Kitchen	20 people, 562 sq. ft.
111 - Multipurpose Room	70 people, 620 sq. ft.
113 - Multipurpose Room	50 people, 464 sq. ft.
114 - Multipurpose Room	40 people, 362 sq. ft.
Gymnasium	700 people, 6848 sq. ft.
Chat Spot	40 people, 420 sq. ft.
Cultural Cafe	90 people



Rental Rules and Regulations

Renter must read and keep these rental rules and regulation for record. Once the rental application been approved, these rules and regulations shall form part of the rental agreement between Renter (hereinafter called the "Renter") and 105 Gibson Centre. (hereinafter called the "Centre")

Rental Procedure

1. Venue shall be booked through the Operations Manager of the Centre in person or by email with the submission of Rental Application Form.
2. To reserve any venue, the Rental Application Form must be completed and signed.
3. The Centre will respond to the application within 5 business days after the notice of submission is received. If the application is submitted less than 2 weeks before event date, the Centre may not grant the application.
4. The charges for using the venue of the Centre shall be agreed between the Renter and the Centre upon the Centre's approval of the reservation request under the Rental Application Form. The reservation must be approved by the Operations Manager or designated staff of the Centre.
5. The Centre may request the Renter to provide extra documentation regarding the reservation before confirmation. Requirement may vary depending on the purpose and type of the reservation.
6. Upon approval of the reservation request, the Centre will issue an invoice to the Renter.
7. Rental payment shall be paid by cash, credit card or cheque made payable to '105 Gibson Centre'.
8. The Renter is required to pay 50% of the rental fee to secure the reservation with a signed agreement in such form as provided by the Centre.
9. All balance is due 30 days prior to the event. If the application is submitted less than 30 days before the event, the Renter must pay the full fee for the reservation to secure the reservation with the signed agreement.
10. Failure to pay the balance before the due date may result in a penalty being payable by the Renter and may be considered as intent to cancel the reservation made by the Renter. In the case of cancellation, the deposit shall be forfeited to the Centre and the Centre shall not be liable to the Renter or any other party for any loss or damages arising from such cancellation.
11. Prior to using the reserved venue, the Renter may be required to submit a security deposit in cash or cheque for renting the venue and an additional security deposit for any equipment from the Centre at the time when the rental balance is paid. The security deposit, if any, will be refunded within thirty (30) days after the scheduled event upon the Centre's inspection of the rented area and equipment for cleanliness and maintenance purposes. The Centre reserves the right to retain part or all of the security deposit to pay for any costs of repairs or cleaning needed to restore the venue or equipment. The Renter is also responsible for further payment to the Centre if the cost of cleaning, repairs or replacement of damaged items exceeds the security deposit.

Cancellation

1. The reservation may be cancelled by either the Centre or the Renter with 60 days written notice.
2. If the Renter cancels the booking 30 days or more prior to the event, 50% of the rental deposit will be refunded. The deposit shall be forfeited to the Centre if the event is cancelled less than 30 days before the event, unless the facility can be otherwise rented on the event date(s), in which case 50% of the deposit will be refunded.
3. The Centre reserves the right to cancel any granted approval by notifying the Renter at least 30 days prior to the date of the event or the first date of the event if the reservation is for more than 1 day, in which case any deposit paid shall be refunded to the Renter. The Centre shall not be liable to the Renter for any loss or damages arising from such cancellation.
4. Force Majeure: In the event either party is unable to perform its obligations under the terms of this agreement because of acts of God, strikes, failure of carrier or utilities, equipment or transmission failure or damage that is reasonably beyond its control, or any other cause that is reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting

from such failure to perform or otherwise from such causes. The Centre will attempt to notify the Renter as soon as possible in the event of such a cancellation. All fees paid by the Renter shall be refunded.

5. If the Renter terminates an annual agreement prior to the end of its term where special rates were given for that long term agreement, the Renter shall be obligated to pay the normal rental rate for the actual period of time the contract lasted.

Insurance Requirements

The Renter must provide a proof of liability/event insurance in the name of the user group with "Toronto Christian Community Church O/A 105 Gibson Centre", being the legal name of the Centre, as the additional insured. The Centre's insurance does not cover users or user groups. The Centre requires that the Renter renting facilities at the Centre to have insurance coverage. Any additional requirements the Centre may impose in view of the nature of the event.

Insurance Options:

1. Provide own Insurance with the following attributes:
 - Naming of 'Toronto Christian Community Church O/A 105 Gibson Centre' as an additional insured
 - General public liability with at least two million dollars (\$2,000,000) coverage for each occurrence (or such higher amount as required by the Centre in consideration of the nature of the event)
 - Include full participant coverage
2. Purchase insurance coverage through the Centre Insurance provider with premium surcharge.

Approval Criteria

Approval of venue rental is subject to the compatibility of the nature of the event, the principles, goals and objectives of the organizer, with those of the Centre. Additional requirement(s) might be asked of the Renter.

Restrictions

1. The consumption of alcoholic beverages is strictly prohibited at all times in the Centre premises.
2. Smoking is prohibited in all areas of the Centre building and parking lot.
3. Any storage of equipment or supplies owned by outside agencies, persons or groups at the Centre is not permitted without the prior written permission of the Centre. It must be noted that the Centre shall not be held responsible or liable for damages or loss to any non-centre equipment or supplies.
4. There shall be no cooking in the Centre. Light refreshments or catering are allowed only upon the approval of the office of the Centre.
5. No open flame is permitted within the Centre. Restricted use of contained flame is subject to the Centre's written approval, which approval may be unreasonably withheld.
6. Do not obstruct fire exits/routes with furniture or equipment, or leave any inflammable items within the Centre.
7. No signs or objects of any kind shall be placed on or attached to the wall, doors and windows inside or outside of the Centre property without approval of the office of the Centre. Nails and screws must not be used.
8. The Centre does not allow any type of sands/pebbles/rocks to be brought into the Centre along with glitter, rice, birdseed, or confetti.
9. The Centre does not provide any publicity or advertising for events to be held in the Centre. The Centre logo and wordmark shall not be used by any one without the prior written approval of the Centre.
10. Use of the Centre logo in any promotional material must be adhered to the Centre's guidelines and be approved by the Centre prior to material being publicized. The Centre's full name (105 Gibson Centre) must be used in full in promotional material.

11. Anything that is contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation shall not be done or displayed at the Centre.
12. The Renter shall hold the rented premises and carry on the usage in the premises in strict compliance with all of the following rules and regulations and such other rules and regulations as may be established by the Centre from time to time. (a) The usage shall be carried on in compliance with all applicable federal, provincial and municipal statutes, laws and regulations; (b) Such other reasonable rules and regulations as may from part of the Centre standard form of Rental Agreement.
13. The Renter further agrees to indemnify and hold harmless the Centre from and against any claim, demands, losses, costs, damages, actions, suits or proceedings which may be brought or commenced by anyone or any group including any religion agency, environmental agency or group as a result of the Renter's use of the premises or any breach by the Renter of any of the rules, by-laws, and regulations as set out in this rental agreement.
14. The Renter warrants that no noxious or environmentally unfriendly chemicals or products shall be allowed to enter the drains throughout the rental period and upon vacating the rented premises no such chemicals or products shall be left on the premises.
15. The Renter hereby acknowledges that the Centre makes no representation or warranty as to the Renter's intended use of the rented premises. The Renter will solely be responsible for its own due diligence and agrees that its use of the rented premises will comply with all applicable governmental laws, regulations and/or rule, including but not limited to building, fire, health, zoning regulations, and the rules and regulations of the Centre etc.
16. The Renter acknowledges and covenant that NO religious activity, material or display is allowed at the rented premises and/or the Centre. The Centre shall be entitled to refuse to consent to any of such activity and use.

Responsibility

1. The Renter (individual/group) is responsible for supervising and monitoring their activities during permitted times and shall be in charge of the reserved venue. If there is any agreed upon requirement not being observed, the Centre has the right to terminate the activities without prior notice.
2. The Renter is responsible for arranging their own volunteers or staff to setup/tear down furniture or equipment or upon mutual agreement with assistance of staff of the Centre. The Renter or designated person(s) may be required to attend training or meeting regarding such arrangement. The Centre is not responsible for any injury occurred during training or meeting.
3. It is the Renter's responsibility to ensure that the participants use the reserved venue in a safe and reasonable manner and obey all laws. Call 911 in case of any emergency situations.
4. The Centre is not responsible for any damage/injury or loss of personal properties of the using party. The Renter shall waive all claims for damages or injuries against the Centre arising from any activities carried out at the Centre.
5. The Renter must observe and obey the Ontario Fire Code regulations. Anyone discovering a fire should raise the alarm and call 911. The event must cease and the building shall be evacuated. The Renter or the designated person of the event should maintain a register of participants and take it out of the building in the event of fire. The designated person should ensure everyone on the register is accounted for. Under no circumstances should anyone return to the building until it is deemed safe to do so by the fire department. Any costs associated with false alarm will be at the cost of the Renter.
6. The Centre does not provide catering but may approve and/or arrange catering services for the Renter upon request. If catering is required, it is the responsibility of the Renter to ensure the rental space in the Centre to be used by the caterer is adequate and appropriately equipped. The Renter shall advise the Centre of all catering arrangements, including the name of the caterer, time of arrival, etc.

7. The Renter may use chairs and tables of the Centre after its request has been approved by the Centre and appropriate arrangements have been made. Written details of furniture set up (including a proper and legible drawing showing the set-up) shall be provided to the Centre at least 14 days before the event. All set-up plans shall be approved by the Centre to ensure that the plans are in compliance with the Fire Code and the Centre's security plans. All equipment and furniture requested for use by the Renter shall not be removed from the building. The Renter may bring own furniture only with the approval of the Centre. The Renter shall assume all liability for all damages to the Centre caused directly or indirectly by him/herself or his/her invitees. The Renter will be responsible for the cost of replacement or repair of any damaged furniture or equipment as well as any damage done to the Centre. The Renter agrees to indemnify the Centre, Toronto Christian Community Church, their respective directors, members, officers, successors and assigns (collectively, the "Indemnified Parties") and save the Indemnified Parties harmless of and from all actions, causes of action, suits, debts, duties, accounts, bonds, covenants, contracts, claims and demands whatsoever arising from the Renter's use of any space at the Centre.
8. Clean-up must be completed within the approved time frame written on the Rental Application Form. The Renter is responsible for making sure that the rented space(s) and any other areas affected by the rental (restrooms, kitchen, outside grounds of the facility, etc.) are clear of debris, food and beverage spills, personal belongings, rental equipment and decorations no later than the end of the time approved on the Rental Application Form.
9. The Centre is a zero waste facility. Please ensure that plates, cups, napkins are compostable or recyclable and that all garbage, recycled goods and green bin waste are disposed of at the designated areas.
10. The number of Centre staff required for security at the event shall be determined by the Centre. Staff costs are outlined on the Rental Rates chart. These staff members are present to maintain the security of the Centre and are not available to otherwise assist with the event.
11. The Centre will charge the Renter if venue was used for longer than the agreed time specified in the Rental Application Form.

Additional Terms and Conditions

The terms and rules are general for all Renters. For some Renters, additional terms and conditions may be required by the Centre, in which case additional documents shall be attached.