

**LETTER OF AGREEMENT**  
**FOR**  
**THE GUILD HALL O.R RENTAL**

**RENTER:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**BOOKING DATES:**

FROM \_\_\_\_\_ and \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

**CONTACT PERSON:**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

**TERMS OF AGREEMENT:**

This agreement entitles the Renter to the use of the O.R., BAR, WASHROOMS, LOBBY, and KITCHEN. Kitchen use includes appliances only; the Renter is responsible for their own coffee, tea and condiments etc.

The Theatre, Box Office, Dressing rooms, and all other rooms not stated are not to be used. This includes the Managers office.

The entire building is a NON-SMOKING facility.

No artwork or decoration shall be hung in any room without first consulting the Guild Society Manager.

A telephone is available in the box office.

## **GUILD SOCIETY RESPONSIBILITIES**

The Guild Society will ensure that:

- The O.R. is tidy upon rental
- The Kitchen is tidy upon rental
- That the Renter has been shown proper closing procedures for the Hall.

## **THE RENTERS RESPONSIBILITIES**

During the duration of the rental the Renter is responsible for:

- All public safety and access for the duration of the rental
- The cleanliness of all rental areas during time of rental
- Ensuring that there is no drinking outside in public areas
- General security and locking up of the building throughout the duration of this agreement
- The care and maintenance of the equipment used for the duration of the rental

The Renter agrees to be fully liable for any damage, loss or theft to equipment or property caused by their neglect during their rental agreement.

The Renter is responsible for ensuring that all public areas (washrooms, gallery/O.R, Lobby, kitchen and Bar) are clean and presentable at the close of the agreement.

The Renter is responsible for ensuring that fire regulations are adhered to at all times.

The Renter is responsible for ensuring that all “ off limits” rooms and their contents are not bothered during the rental agreement.

The Renter must obtain a Special Occasion Permit or Reception Permit when the Guild Society is not hosting the Bar. Depending on the event, Liability Insurance may be requested.

If a Special Occasion Permit or Reception Permit is not obtained, the renter does not have permission to have alcohol on the premises. No exceptions will be allowed.

The Renter is responsible for returning all rented rooms to their original condition including the following:

- the original seating plan restored
- bar and kitchen cleaned and all glassware, cutlery etc. washed and returned
- repairing any damage incurred during the rental agreement

The Renter is responsible for ensuring that all of their belongings are out of the building and off the property by the end of the rental agreement.

The Renter is responsible for ensuring that all rented areas, as listed in the contract, are clean, presentable, and restored to their original condition upon the Renter's departure.

**PAYMENT AND PENALTIES**

The Renter will be charged the daily damage deposit fee for each day that any of the above conditions are not fulfilled.

Infringement on any of these conditions may, at the discretion of the Guild Facility Manager, result in

- loss of damage deposit
- closure of the building
- or both of the above

The Guild Society requires full payment of rental and damage deposit fees before rental begins.

Refund of damage deposit fees shall be after inspection by the Guild Hall Facility Manager, but no later than 24 hours after the last day of the rental period.

The damage deposit fee is \$ 150.00

The Key deposit is \$75.00 per key. Temporary security codes shall be given with key

The Rental fee is \$200.00 per day. All day rentals for setting up and clean up are available at \$100.00 per day.

Hourly Rental fee is \$25.00 per hour. This must includes set up and clean up time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the City of Whitehorse, Yukon.

I have read this Rental Agreement and agree to be bound by its terms and conditions.

Signed: \_\_\_\_\_

**Signed:** \_\_\_\_\_  
THE GUILD SOCIETY