



FILIPINO COMMUNITY CENTRE INC.
 935 Northwood Street, Windsor, Ontario, N9E 1A2
 Tel: (519) 966-8661 ♦ Email: fcci@cogeco.net

To book, call Gloria at (519-977-1463) or Clarissa at (519-980-3120)

HALL RENTAL FORM

RENTER TYPE	
<input type="checkbox"/> Individual Are you a <input type="checkbox"/> FCC Member <input type="checkbox"/> Non-Member	<input type="checkbox"/> Organization

CONTACT INFORMATION

Name of Renter/Organization: _____

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 **Contact: Victor Barrera (519) 990-1453**

Event Time: From _____ to _____ AM / PM Tear-Down Time: _____ AM / PM

<input type="checkbox"/> MON to THU <i>Maximum 4 Hrs rental including teardown time</i> 4 Hrs: \$300.00 \$50 per additional hour thereafter	<input type="checkbox"/> FRI or SUN <i>Maximum 6 Hrs rental including teardown time</i> 6 Hrs: \$300.00 - before 4:00pm 6 Hrs: \$500.00 - from 6:00pm on	<input type="checkbox"/> SAT <i>Maximum 6 Hrs rental including teardown time</i> 6 Hrs: \$500.00
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NOTE : The above rental charge contains a \$150.00 facility fee already computed.

EQUIPMENT RENTAL

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Wire Food Warmer</td> <td style="width: 10%;">\$ 5.00</td> <td style="width: 10%;">x _____</td> <td style="width: 10%;">= \$ _____</td> <td style="width: 30%;"></td> </tr> <tr> <td>Stainless Steel Warmer</td> <td>\$15.00</td> <td>x _____</td> <td>= \$ _____</td> <td></td> </tr> <tr> <td>TV / Projector</td> <td>\$75.00</td> <td>x _____</td> <td>= \$ _____</td> <td></td> </tr> <tr> <td>Sound System</td> <td>\$75.00</td> <td>x _____</td> <td>= \$ _____</td> <td></td> </tr> <tr> <td colspan="5"><i>Amplifier, Spear and Mic</i></td> </tr> </table>	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>					Included in the Hall Rental: <input type="checkbox"/> Round Table (8 ppl) <input type="checkbox"/> Long Table (10 ppl) <input type="checkbox"/> Head Table <input type="checkbox"/> Small Table <input type="checkbox"/> Buffet Table <input type="checkbox"/> DJ Table <input type="checkbox"/> Dessert Table <input type="checkbox"/> Gift Table <input type="checkbox"/> Spotlight
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>																										

FOR OFFICIAL USE ONLY	
STANDARD (flat rate) HALL RENTAL RATE	\$ _____
EXTRA EXTENSION HOURS CHARGE	\$ _____
EQUIPMENT RENTAL	\$ _____
Less FCC MEMBER DISCOUNT	Less \$ _____
<u>TOTAL CHARGES:</u>	A: \$ _____

SECURITY/DAMAGE DEPOSIT (**Refundable)	\$200.00
HALL RENT DEPOSIT	\$200.00
<u>DOWN PAYMENT:</u>	B: <u>\$400.00</u>

<u>BALANCE PAYABLE:</u> due 2 weeks before the event	A - B: \$ _____
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OTHER FEES		DATE PAID/ REFUND FCC INITIALS
Other Fees (NSF Fee, OT, etc.)		
REFUND		

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.

You may also e-transfer to fcci@cogeco.net and include your full name as indicated in the Hall rental form

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 during the inspection of the facility after the event indicated no damage to the Filipino Community Centre Inc. property, the security/damage deposit will be refunded 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. Hall rental fee balance shall be paid in full to Filipino Community Centre Inc. at least Ten (10) 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. The Renter and its Vendors and Guests are required to follow the City of Windsor's By-Laws on **City of Windsor Fireworks - [By-law 136-2004](#)** and **City of Windsor Open Air Burning - [By-law 113-2023](#)** which can be found at <https://www.citywindsor.ca/city-hall/by-laws-online>.

Renter's Initials

8. This facility is strictly 100 % smoke-free environment. It is the responsibility of the RENTER to enforce this Ontario By-Law.

9. 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.

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 store the foods and drinks. Only designated refrigerator can be used in the Kitchen as labeled.

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.

8. 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: Victor Barrera (519-990-1453), Gloria (519-977-1463), 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