

**Congress of Black Women of Canada (Mississauga)  
Non-Profit Housing Inc. – Camille’s Place**

**Non- Tenant Application & Rental Agreement for use of Camille’s Place Facilities**

**Application Date:** \_\_\_\_\_

Name:			
Name & unit number of tenant referral:			
Organization:			
Business Telephone:			
Home Telephone:			
Address:			
Date of Event:			
Duration of Event:	<b>From:</b>	<b>To:</b>	
Estimated number of guests:			
Purpose:			
Facilities Required:	<b>Multi Purpose</b> <input type="checkbox"/> (max. 100)	<b>Common Room</b> <input type="checkbox"/> (max. 50)	<b>Library</b> <input type="checkbox"/> (max. 15)
Kitchen (with Multi Purpose only):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Audio Visual:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will Alcohol be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, has a liquor license been obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Issued
Cost of Rental / Payment:	Money <input type="checkbox"/> Order	Cheque <input type="checkbox"/>	Date Received
Security Deposit:	Money <input type="checkbox"/> Order	Cheque <input type="checkbox"/>	Date Received

**Make cheques payable to: Congress of Black Women Non-Profit Housing Inc.**

**The Lessee confirms and covenants that it is adequately insured (copy of insurance attached) for its activities or events at the premises of the Lessor.**

**The Lessee confirms that it will indemnify the Lessor of any or all liability, loss, action or claim arising out of the events or out of any other activities relating to the events of the Lessee.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Your signature verifies that you’ve read the terms and conditions of the attached rental agreement and will abide by them.**

*For office use only*

**Approval**

**Chair/Board Member/Property Manager (name)** \_\_\_\_\_

**(Signature)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Relevant for members of the Congress and residents of Camille’s Place**

# The Congress of Black Women (Mississauga) Non-Profit Housing Inc.

(Camille's Place)

**The applicant is responsible to adhere to the rules and regulations of this rental agreement. The regulations appearing hereunder constitute part of this application, and it is understood and agreed between the Congress of Black Women (Mississauga) Non-Profit Housing Inc. (CBWNPHI) and the applicant.**

<p>1. CBWNPHI maintains the right to cancel without notice any agreement if facilities are misused or if facilities are needed for emergencies. In the event of such cancellation by the CBWNPHI, the applicant will be reimbursed monies paid for use of the room and security deposit.</p> <p>2. <b>The applicant shall protect, indemnify and save harmless the CBWNPHI, its officers or agents, of and from all claims for damages that may arise out of the use of equipment, buildings or grounds by the applicant and their guest.</b></p> <p>3. No advertising in connection with any production is to be displayed on or affixed to any part of the premises with CBWNPHI's prior written consent, which consent may be withheld</p> <p>4. Games of chance, lottery, or gambling will be permitted only with prior written consent from CBWNPHI, which consent may be withheld.</p> <p>5. In accordance with fire regulation, all exits must be kept free from obstruction at all times. The applicant must adhere to the maximum number of persons allowed in the designated rooms:</p> <table><tr><td><b>MultiPurpose</b></td><td><b>100 persons maximum</b></td></tr><tr><td><b>Common Room</b></td><td><b>50 persons maximum</b></td></tr><tr><td><b>Library</b></td><td><b>15 persons maximum</b></td></tr></table> <p>6. <b>No smoking is allowed in any part of the facility.</b></p> <p>7. Use only masking tape for wall decorations. All lighting or any equipment brought into the facility must be approved by the CBWNPHI.</p> <p>8. If alcoholic beverages are to be <b>served</b>, a <b>Special Occasion Liquor License</b> permit must be obtained and posted in the room. Failure to obtain and post permit will void the application for use of the room. <b>Note – selling of alcohol is not permitted.</b></p> <p>9. <b>The applicant is responsible for the supervision of guests at all times.</b> If there are any problems arising during the use of the facilities, the superintendent or designate, at his or her discretion, has the right to remove any objectionable person from the premises or to stop the function completely and instruct the guests to vacate the premises.</p> <p>10. Applications for rental must be in the office no later than 7 days prior to the date of the function.</p> <p>11. If food or beverages are consumed, it is the responsibility of the applicant to make sure all garbage is cleared and removed to the garbage room.</p> <p>12. Doors leading to the common area should be kept closed at all times during the function in order to ensure the quiet enjoyment of the building by residents.</p>	<b>MultiPurpose</b>	<b>100 persons maximum</b>	<b>Common Room</b>	<b>50 persons maximum</b>	<b>Library</b>	<b>15 persons maximum</b>	<p>13. The facilities are available from 8:00 a.m. to 12:00 midnight. The charges for use of the facilities are as follows:</p> <table><tr><td><b>Common Room</b></td><td><b>\$35 per hour – 2 hrs. min.</b></td></tr><tr><td><b>Multi Purpose</b></td><td><b>\$40 per hour – 3 hrs. min.</b></td></tr><tr><td><b>Library*</b></td><td><b>\$15 per hour – 2 hrs. min.</b></td></tr><tr><td><b>Kitchen**</b></td><td><b>\$40 flat fee</b></td></tr><tr><td><b>Audio Visual**</b></td><td><b>\$25 flat fee</b></td></tr></table> <p><b>*No food is allowed in the Library</b> <b>**Rented for the same period of time as the Multi Purpose Room.</b></p> <p><b>FOR CONDO ONLY</b></p> <table><tr><td><b>Common Room</b></td><td><b>\$40 per hour – 2 hrs. min</b></td></tr></table> <p><b>A refundable security deposit equal to the rental charges must be submitted with this application. The rental payment must be made by money order or certified cheque. Personal cheque will be accepted only when paid two weeks prior to the date of the function. The security deposit may be made with a separate cheque.</b> The cost of any damages, repairs or cleaning of the rented facility will be deducted from the deposit and the balance refunded to the applicant within 30 days. If the cost exceeds the deposit, the applicant must pay the difference within 15 days.</p> <p>14. The applicant is responsible for setting up and breaking down the room. <b>The applicant must commence the rental period early enough to complete the set-up.</b> Access to the facilities is allowed from the time of the rental only. Applicant is responsible for setting up chairs, equipment and tables before the event, and clearing them away after the event. <b>If you are renting equipment for your event, you must be here to receive and return them.</b></p> <p>15. Premises must be vacated promptly on completion of function. If it is an evening function, premises must be cleared out and vacated before midnight.</p> <p>16. <b>Applicant is responsible to notify the CBWNPHI On-Call Supervisor on completion of function to check and lock up the facility.</b></p> <p>17. The applicant shall remove all his/her property before the rental period expires. Failure to comply will entitle the CBWNPHI dispose of such items.</p> <p>18. For tenant's wedding receptions, the Management Office of CBWNPHI will discuss the price with the applicant. Prior seating arrangement and decoration is allowed with permission from the Office and can only be given 48 hours before the function.</p> <p><b>Misrepresentation will be grounds for cancellation of permission to use any of the facility. Non-compliance to the above rules will result in loss of security deposit, and privilege of future rental.</b></p>	<b>Common Room</b>	<b>\$35 per hour – 2 hrs. min.</b>	<b>Multi Purpose</b>	<b>\$40 per hour – 3 hrs. min.</b>	<b>Library*</b>	<b>\$15 per hour – 2 hrs. min.</b>	<b>Kitchen**</b>	<b>\$40 flat fee</b>	<b>Audio Visual**</b>	<b>\$25 flat fee</b>	<b>Common Room</b>	<b>\$40 per hour – 2 hrs. min</b>
<b>MultiPurpose</b>	<b>100 persons maximum</b>																		
<b>Common Room</b>	<b>50 persons maximum</b>																		
<b>Library</b>	<b>15 persons maximum</b>																		
<b>Common Room</b>	<b>\$35 per hour – 2 hrs. min.</b>																		
<b>Multi Purpose</b>	<b>\$40 per hour – 3 hrs. min.</b>																		
<b>Library*</b>	<b>\$15 per hour – 2 hrs. min.</b>																		
<b>Kitchen**</b>	<b>\$40 flat fee</b>																		
<b>Audio Visual**</b>	<b>\$25 flat fee</b>																		
<b>Common Room</b>	<b>\$40 per hour – 2 hrs. min</b>																		