



Event Space Rental Agreement

This Rental Agreement (hereinafter referred to as the "Agreement") is entered into on this ____ day of _____, 202_, by and between:

- **Cafe 4 Good** (hereinafter referred to as "Owner"), located at 326 Queen St. East, and
- **[Renter's Full Name/Organization Name]** (hereinafter referred to as "Renter"), with an address at _____.

WHEREAS, the Renter wishes to rent the Owner's event space for a community event, and the Owner agrees to rent the space subject to the terms and conditions below.

1. Event Details

- **Event Name:** _____
- **Event Date:** _____
- **Event Time:** (From ____: ____ AM/PM to ____: ____ AM/PM)
- **Expected Attendance:** _____
- **Type of Event:** Free Community Event ☐ Other ☐ (Please specify) _____

2. Sliding Scale Pricing

The Owner offers a sliding scale rental fee based on the Renter's ability to pay and the nature of the community event. Space Rental does not include staff or catering.

- **Tier 1: Full Fee** (for organizations with stable funding or larger budgets): \$80 per hour.
- **Tier 2: Subsidized Fee** (for grassroots or volunteer-driven events with minimal budgets): \$40 per hour.

- **Tier 3: No Fee** (for free community events that provide social, educational, or wellness benefits to underserved groups): \$0. *Please consider donating to our program instead of a fee

The Renter agrees to the following rate, based on the sliding scale:

- **Selected Tier:** _____
- **Total Estimated Fee:** \$ _____

If the Renter is applying for a fee waiver or reduced rate, the Owner reserves the right to request additional information regarding the nature of the event and the Renter's financial status.

3. Deposit

A refundable security deposit of \$ _____ is required to secure the booking, regardless of the rental fee tier. This deposit will be returned within 7 business days after the event, provided that no damage occurs and the space is left clean and in good condition.

4. Payment Terms

- The agreed-upon rental fee is due no later than ____ days prior to the event date.
- The deposit is due at the time of signing this Agreement.

5. Cancellation Policy

- **Full Refund:** If the event is canceled by the Renter at least ____ days before the event date, the full deposit and rental fee (if applicable) will be refunded.
- **Partial Refund:** If the event is canceled between ____ and ____ days before the event, 50% of the rental fee will be refunded, but the deposit will not.
- **No Refund:** If the event is canceled less than ____ days before the event, no refund will be given.

6. Space Usage and Rules

The Renter agrees to abide by the following rules while using the event space:

- The Renter is responsible for setup and cleanup unless there is a previously arranged agreement. The space must be returned to its original condition by the end of the rental period. Use of equipment and supplies are included in the rental fee.
- Alcohol is permitted only with prior approval and the appropriate permits/licenses.
- Noise levels must be kept within local ordinances.
- The Renter agrees not to exceed the maximum occupancy of the space, which is 30 people.
- No illegal substances or activities are allowed on the premises.

7. Liability and Insurance

- The Renter assumes full responsibility for any damage to the property, including fixtures, furniture, or equipment.
- The Renter is encouraged to obtain liability insurance for the event. The Owner shall not be held liable for any injury, loss, or damage incurred during the event.
- If the event involves minors, the Renter is responsible for ensuring proper supervision at all times.

8. Indemnification

The Renter agrees to indemnify and hold harmless the Owner, its agents, employees, and representatives from any claims, damages, or liabilities arising out of the Renter's use of the space, except in cases of gross negligence or willful misconduct by the Owner.

9. Force Majeure

Neither party shall be held responsible for any failure to perform its obligations under this Agreement due to events beyond its control (e.g., natural disasters, government restrictions, etc.).

10. Termination

The Owner reserves the right to terminate this Agreement if the Renter fails to comply with any of the terms and conditions herein.

Acknowledgment and Signature

By signing below, the parties agree to the terms of this Agreement.

Renter Name: _____

Signature: _____

Date: _____

Owner Representative: _____

Signature: _____

Date: _____

This Agreement represents the entire understanding between the parties and may not be modified except in writing signed by both parties.

Staff, Clean Up and Catering

Service staff can be hired through Cafe 4 Good for \$30/hour. Staff can serve non-alcoholic drinks, make espresso-based beverages, serve food, and keep the cafe clean during your event.

Should you wish to have our team clean up after your event, there is a flat fee of \$120. Clean-up includes dishes, sanitizing surfaces, sweeping, mopping and cleaning the bathroom.

Cafe 4 Good Catering can be arranged for your event by emailing cafe@employment4good.ca.