

PEMBROKE CURLING CENTRE RENTAL AGREEMENT

Between the Pembroke Curling Centre
(Hereinafter referred to as "**the PCC**")
and

Renter's name (print), hereinafter referred to as "**the Renter**"

Renter's street address, telephone number and email address (print)

1. Basic Rental Information

Venue(s) to Rent:	☐	Main Hall	☐	Ice for Curling	☐	Ice Hall (off season)	☐	Golf Simulators
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Date of the Rental (DD/MM/YY):							
Event Time (start/finish):							
Purpose of Rental (below):				Number of Guests Expected (Minimum/Maximum):			
☐	Wedding	☐	Private party (e.g., Birthday, Stag & Doe, Reunion)	☐	Business Meeting/Exhibit	☐	Community Event (specify)
☐	Curling Games or Bonspiel,	☐	Other – please provide details				

2. Rental Deposit

The PCC requires the Renter to read and complete the Rental Agreement and the accompanying Schedules. On the date that the Rental Agreement is executed by the Renter and the PCC, the Renter is to provide a *non-refundable* rental Booking Deposit of \$100.00 to the PCC.

The PCC requires the Renter to pay the full balance of the rental cost per the Rental Agreement, as well as fees for any additional items or services that are subsequently provided, and the applicable Harmonized Sales Tax (HST), at the rates in effect on the date of the Event the Agreement is executed, no later than _____ (date, DD/MM/YY). The Rate Table is provided in Article 3 of this Agreement.

Rental Booking Deposit of \$100.00: _____
Received by (the PCC Representative) _____ Date (DD/MM/YY) _____

3. Rental Agreement Rate Table

Rental Item	2025-26 season
A. Venue Rental	
1. Main Hall	
a. Friday or Saturday night (6 pm - 1 am)	\$500.00
b. Sunday - Thursday night (6 pm - 12 am)	\$400.00
c. Daytime (8:00-4:00) 2 hour minimum, hourly rate	\$100.00
d. Bar Service per hour per bartender (number of bartenders determined by the number of people in attendance)	\$25.00
2. Ice Facility	
a. Ice for curling, per sheet, per hour (minimum 2 hours) # sheets: ____	# x \$60.00
b. Ice + Main Hall, Multi-day Rental, 4 sheets, hours to be defined	Event Specific Rate to be Negotiated
3. Golf Simulator Facility (Includes 2 simulators)	
a. Golf Simulator Facility Rental, per hour per simulator	\$40.00
B. Kitchen, Corkage, Linens & Sound Equipment Rental	
a. Use of kitchen for staging purposes only	No charge
b. Use of PCC kitchen for food preparation (use of appliances included)	\$200.00
c. Use of PCC kitchen's crockery, glassware, utensils, serving ware, etc.	\$100.00
d. Use of PCC Coffee/Tea Urns, flat rate	\$20.00
e. Cloth Chair Covers, per chair; # chairs: ____	# x \$3.00
f. Linen Table Covers, per table; # tables: ____	# x \$10.00
g. Corkage: Wine supplied by Renter (see Sch. B), per bottle; # bottles: ____	# x \$10.00
h. Sound Equipment: Microphone and Stand	\$25.00
C. Access to Venues for Set-up and/or Clean-up Activities	
a. Additional access for pre-event set-up or post-event clean-up (see Agreement Article 4.3)	\$25.00 per hour
D. Additional Requirements - specify here:	
SUMMARY ESTIMATE (at time of Booking/Rental Agreement Signing)	Total \$
Venue Rental (per Section A)	
Kitchen, Corkage, Linens/Covers, Sound Equipment Rental (per Section B)	
Additional Access to Venue (per Section C)	
Additional Requirements (per Section D)	
Subtotal	
Less 5% on <i>Venue Rentals (Section A)</i> for Renters who are PCC members*	
HST	
Less \$100 Booking Deposit	
Balance Owning (due 10 days before event)	

*Must be a full-year member on both the date of the booking and the date of the event to receive the discount

4. General Terms & Conditions

The PCC seeks to work professionally with the Renter to ensure the success of the event. The PCC reserves the right to designate staff to attend any event, including the pre- and post-event activities, to ensure that all terms, conditions and regulations are being observed and respected.

4.1 Main Hall

- 4.1.1 The Main Hall has a licensed capacity of 269 people. With tables and chairs, the maximum occupancy is 200. Event floor plan designs may reduce this capacity. The Main Hall is equipped with a sound system and has a microphone. The Main Hall can be accessed from its lower level by stairs and from the upper level by a ramp. There is a barrier-free unisex washroom on the Main Hall level. Men's and Women's washrooms are on the lower level. The Main Hall features a licensed bar at one end, and a fully outfitted kitchen at the other end.
- 4.1.2 Tables and chairs are included in the Main Hall venue rental. It is the responsibility of the Renter to set up the tables and chairs. Table linens and chair covers can be rented per the Rate Table in Article 3.
- 4.1.3 It is the Renter's responsibility to develop a floor plan layout for the event. At no time can clear access/egress to emergency exits, washrooms, the kitchen or the bar, be blocked or inhibited.
- 4.1.4 The PCC allows renters to use decorations for rentals; however, such decorations must be positioned and removed in accordance with the timelines set out in Schedule A of this Agreement. Additionally, all decorations must be displayed or affixed in a way that does not cause damage to PCC property, including walls, ceilings, floors, lighting fixtures or other surfaces. Removable adhesives are strongly recommended for fastening decorations. Staples, tacks, nails or other mechanical fasteners are not permitted. Because of the difficulty with cleanup, and risk of damage to the ice surface, under no circumstances are confetti or decorations with glitter permitted to be used anywhere in the PCC. Open flames, including burning candles, are not permitted.
- 4.1.5 Immediately following the event, all items brought into the PCC by the Renter and his/her Suppliers, and all decorations, must be removed and the Main Hall left in good condition.

4.2 Access to Venue

The Renter will be granted access to the Main Hall for one hour immediately prior to the start of the rental time (unless otherwise agreed), at no charge. If additional access is needed beyond that specified in Schedule A, the Renter shall pay a fee as set out in the Rate Table in Article 3.

4.3 Bar Service

- 4.3.1 The PCC has a liquor license and operates the bar service whenever it is part of the Rental Agreement. The PCC supplies bartenders/servers who are Smart Serve qualified at the cost outlined in Schedule A. The number of bartenders/servers supplied will depend on the number of guests.
- 4.3.2 Alcoholic beverages are only permitted to be consumed within the areas of the PCC that are licensed and cannot be served to minors.
- 4.3.3 House wines are available by the bottle for tables. Details of the Renter's wine requirements are to be specified in Schedule B of this Agreement.
- 4.3.4 If the Renter wishes to bring in his/her own wine, this must be detailed in Schedule B of this Agreement. The PCC will apply a corkage fee per the Rate Table in Article 3.

4.4 Kitchen Rental

- 4.4.1 The PCC kitchen is outfitted with crockery, glassware, utensils, trays, etc. for serving food for the maximum Main Hall capacity. It is equipped with stoves/ovens for warming food and refrigerators for cooling food. Coffee and tea urns are also available.
- 4.4.2 The PCC kitchen may be used as a basic staging place for a caterer hired by the Renter who brings in ready-to-eat food, supplies its own crockery, utensils, etc. and does not use appliances. The kitchen may also be used more extensively by the Renter and/or his/her caterer to prepare or reheat food using PCC appliances, and/or to serve food using PCC crockery, utensils, etc. Fees for use of the kitchen are set out in the Rate Table, Article 3.
- 4.4.3 Whenever the PCC kitchen is used, the Renter must ensure that at the end of the event all appliances, countertops and surfaces are wiped clean, floors are swept, soiled linens are piled in the designated location, garbage is bagged/tied and recyclables are binned. If PCC crockery and utensils have been used, they must be washed and dried per Renfrew County Health Unit requirements and returned to their original storage locations in the kitchen.

4.5 Ice Rental

- 4.5.1 The PCC offers four (4) sheets of curling ice that are installed to the standards of Curling Canada. Scoreboards are provided and a limited supply of basic equipment (brooms, sliders, grippers) is available, if requested in advance.
- 4.5.2 To reduce the risk of dirt and debris being tracked onto the ice, it is the Renter's responsibility to ensure that the outside (street) footwear of his/her guests is removed at the PCC entrance and that only clean footwear (that has not been worn outside) is worn inside the PCC and on the ice surface. The Renter must instruct his/her guests to use the devices supplied by the PCC to clean footwear immediately before stepping onto the ice.
- 4.5.3 Because curling is played on ice, the PCC requires the Renter and his/her guests to behave in a manner that will not endanger themselves or others, or damage the curling ice, foot hacks, rocks, or equipment. Every person planning to curl is required to sign a waiver of liability prior to stepping onto the ice. Helmets are not mandatory over the age of 16, but some participants may feel more comfortable wearing one (Note: helmets are not supplied by the PCC).
- 4.5.4 No alcohol is permitted on the ice. If the Renter requires a bar service before and/or after the ice rental, this is to be negotiated in advance with the PCC Representative.

4.6 Golf Simulator Facility Rental

- 4.6.1 The PCC is equipped with two Uneekor golf simulators in its lower lounge area. Each simulator is loaded with ~200 golf courses. Typically, 4 golfers can play 18 holes in 3-4 hours. Tee times can be booked on the PCC website (www.pembrokecurlingcentre.ca).
- 4.6.2 For rentals that involve only the Simulator Facilities, golfers are required to restrict their movements to the lower lounge area, other than for use of washroom facilities or the Bar.
- 4.6.3 Users of the Golf Simulator must ensure golf clubs are clean and free of debris. This will ensure the camera accurately reads the ball strike. Only Bir-Tee style tees may be used.

4.7 Cancellation of Contract

- 4.7.1 The PCC reserves the right to cancel a Rental Agreement after it has been executed for just cause or due to a force majeure. Such cancellation will be issued in writing to the Renter and any deposits refunded, where applicable.
- 4.7.2 The Renter may cancel the Rental Agreement without forfeiting the Booking Deposit provided the cancellation notice is received in writing by the PCC ninety (90) days or more prior to the event date. After this deadline, the Booking Deposit will be forfeited. Also, if the booking is cancelled, the Renter must promptly reimburse the PCC for all costs it may have incurred for the event at the Renter's specific request, (for example, the purchase of wine or premium brands of alcohol), when the cancellation notice is received.

4.8 Liability for Injury or Damage

The PCC will not be held responsible for personal injury or damage, for the loss or theft of any article of clothing or equipment of the Renter or anyone attending the venue or event. The Renter will be responsible for any and all damages incurred during the rental. For rentals of the Main Hall, the Renter is strongly encouraged to secure liability insurance coverage sufficient to fully protect the Renter and the Pembroke Curling Centre against any actions, claims or proceedings which may arise from the rental.

5. Payment

- 5.1 For rentals of the Main Hall, the PCC requires the Renter to pay a \$100 Booking Deposit, at the time the Rental Agreement is executed. This deposit will be applied against the final balance owing for the rental.
- 5.2 Payment of the balance of fees owing for the rental, as set out in the Rate Table, is due in full, ten (10) business days prior to the date of the event.
- 5.3 For rentals of the Main Hall, the PCC reserves the right to charge the Renter a \$200 Damage Deposit at the time the final payment is made. This deposit will be refunded within five (5) business days following the event provided the Main Hall, upon inspection, is found to be undamaged and in full compliance with the post clean-up conditions agreed. Otherwise, the Renter will bear the full responsibility for any costs incurred to repair damage, perform cleaning or restore the Main Hall to its pre-event condition. In such instances, the Renter will forfeit the Damage Deposit.
- 5.4 Payment may be made to the Pembroke Curling Centre by e transfer to pcc.treasurer@outlook.com, credit card (Visa, MasterCard, or American Express), cheque, or cash. The PCC Representative will receive the payments.

6. Pembroke Curling Centre Rental Agreement

We, the undersigned, have read the Rental Agreement in its entirety and agree to abide by all of the terms and conditions applicable to each respective party, as specified in this Rental Agreement, and the applicable Schedules attached.

For the Renter:	For the PCC:
Name (print):	Name (print):
Signature:	Signature:
Date (DD/MM/YY):	Date (DD/MM/YY):

Schedule A: Names and Contact Information for Suppliers to the Event

The access of suppliers to the venue pre-event and post-event is encouraged to be coordinated / overlapped to the extent feasible/possible.

<u>Supplier</u>	<u>Business Name, Representative, & Phone Number</u>	<u>Pre-Event Entry Time & Duration</u>	<u>Event Attendance Hours</u>	<u>Post-Event Entry Time & Duration</u>
Decorator:				
Disc Jockey or Band:				
Caterer:				
Flowers:				
Cake:				
Other:				
Other:				
Other:				
Other:				

Note: the PCC reserves the right to have a representative present whenever a Renter's supplier is at the venue.

Schedule B: Bar Service

Bar Service & Number of Users

Bar Service required with Venue Rental?	☐	Yes	☐	No
If Yes, how many guests will use bar service? (to determine the number of bartenders/servers required)				
If there will be an "open" bar at any point during the event, when guests will not pay for the drinks ordered at the bar, specify the hours when the open bar will start and close.	Start Time:		Close Time:	
Will there be complimentary drinks supplied to guests and then paid for by the renter at bar closing time?	☐ Yes ☐ No			

Wine Service by PCC

Bottled wine required for tables?	☐	Yes	☐	No
If Yes, indicate # bottles below				
House Red	_____ Bottles			
House White	_____ Bottles			

Wine Supplied by Renter

Will Renter be supplying his/her own wine? (Corkage fee applies per Rental Agreement Rate Table, 10 bottle minimum required)	☐	Yes	☐	No
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Bar (subject to change):

The PCC sells a variety of drinks as part of its bar service, per the list below. The Renter may request the PCC representative to acquire premium brands for the event, however, the cost of all product acquired will be the responsibility of the Renter. Such requests must be made in writing to the PCC representative at least eight (8) weeks prior to the date of the event.

Domestic Beer, Regular and Tall Boy Sizes	White Wine 5 oz. glass
Imported Beer, Tall Boy Size	Red Wine 5 oz. glass
Cider, Tall Boy Size	Liquor, 1 oz. shot
Coolers, Regular and Tall Boy sizes	Liqueur, 1 oz. shot
Bottled Water, 12 oz.	Soft Drink, 12 oz. can