

RENTAL AGREEMENT FORM FOR KIWANIS KINETO THEATRE

*Please email completed form to info@kineto.ca

Name of Renter / Group: _____

Address: _____

E-Mail Address: _____

Phone Number: (home) _____ (cell) _____

Rental Date: _____

Length of Time Needed: _____

Type of Activity: _____

Approximate Number of Participants Attending: _____

RENTAL REQUIREMENTS: (check)

_____ Theatre Auditorium (maximum 220 people)

_____ Projection Equipment (used by Kiwanis staff only)

_____ Party Room (maximum 35 people)

_____ Community Room (maximum 65 people)

_____ Kitchen (maximum 4 people) ** *Absolutely no grease cooking in kitchen*

FUNDRAISER: _____ YES _____ NO *(please check one)*

If yes, **FOOD HANDLER CERTIFICATION** is needed. *Note certification is valid for five (5) years.*

Certificate Number: _____ Date Issued: _____

Name on Certificate: _____

PAYMENT

Rental Cost: _____ Damage Deposit: _____

Payment Received: \$ _____ Date: _____

Kiwanis Member: _____

Renter's Signature: _____

CANCELLATION POLICY:

Full refund should COVID restrictions change and impact the rental date.

Events cancelled with more than 7 days notice will be refunded the full amount of the total payment less a \$50 administration fee.

Events canceled with less than 7 days notice will be charged 50% of the total reservation fee including the damage deposit.

CLEANUP

Facility to be cleaned after each rental by rental group. Minimum of 50% of damage deposit to be retained by Kiwanis if the space rented is not left in pre-rental condition.

Please note:

The Forest Kiwanis Club liability insurance does not cover you and your group in case of accident. It is recommended that you understand your risk related to liability insurance, and arrange the coverage needed for your own peace of mind and safety.

June 18, 2021