

Tagore Centre

140 Millwick Drive, North York ON M9L 1Y9

Tel: (416) 890-8263

Email: bangiyatoronto@gmail.com

Rental Agreement

Name*: _____

Organization/Group: _____

Date of booking*: _____

Home Phone: _(_____)_____

Cell Phone*: _(_____)_____ Email Address: _____

Renter's Address*: _____

City*: _____ Province*: _____ Postal Code*: _____

Activity/Event Date of Rental*: _____

Number of people*: _____

Event Description*: _____

Facility / Room Requested: (HST extra)

Auditorium / Front Foyer Combined: **\$550.00 (max 6 hours & 250 people)**

Front Foyer only: **\$450.00 (max 6 hours- 150 people)**

Basement Kitchen for warming of food only: **\$100.00**

Basement Kitchen & Dining Area: **\$200.00 (max 6 hours & 60 people)**

1st Floor Conference rooms – **\$50.00/hr (minimum 3 hours & max 8 people)**

Rental Fees: \$_____

Deposit: \$_____

Conditions of Rental Agreement:

1. The Tagore Centre is located at 140 Millwick Drive, North York ON M9L 1Y6. This is a property owned by the members of the community and all users must abide by the codes of conduct, facility hours and other policies as applicable.
2. Use of (please circle) Front Foyer, Auditorium, Kitchen, Basement Dining Area & Conference rooms with Tagore Centre is confined to the date(s) and time(s) stated in this contract.
3. Use of Audio/Visual equipment as well as overhead stage lighting is not allowed unless agreed upon for which there will be extra charges.

4. Cancellation Policy: A minimum 24 hours notice is required in order to receive full refund. Less than 24 hours will forfeit 50% of the rental fees. No shows would forfeit 100% of the rental fees. A damage deposit may be charged on rentals at the discretion of the management.
5. The facility is available between the hours of 8:00 am – 12:00 pm midnight. This includes provision of liquor permit.
6. Liquor is permitted on premises with appropriate special event liquor license and proof of liability insurance. The renter is responsible for providing the appropriate type of liquor license by the Liquor Licensing Board of Ontario. Proof of both license and liability must be shown to the Tagore Centre representative (and photocopied) prior to the start of the event. Alcohol sale shall cease by 11:00 pm and all consumption shall cease by 12:00 am. Liquor License/Receipts must be posted in a visible location at your event.
7. The Renter is responsible for the behaviour of their guest and must ensure adequate adult supervision for children under the age of 18 years of age.
8. We do not allow any food item preparation in our basement kitchen. The kitchen is for food warming purposes only.
9. All food items needs to be removed at the time of departure. All garbage must be emptied into the dumpster bin at the rear parking lot.
10. All setup and clean up will be the responsibility of the renter.
11. Upon departing the renter must ensure that the facility is left in the condition it was found. Kitchen, bathroom and common areas are to be left clean at the time of departure. Any additional cleaning/maintenance required as a result of this rental may be charged and invoiced to the renting organization or individual. When it is determined that the premises is returned to pre-rented state, the deposit amount/cheque will be returned.
12. It is the responsibility of the renter to inform all guest of the proper evacuation and emergency procedures while using the space. The management of Tagore Centre are not responsible for any lost or stolen items.
13. Parking: All parking must be done in the designated parking areas.
14. All payments must be paid by cheque **payable to Bangiya Parishad Toronto (BPT)**.
15. All current members of PBCA in good standing will receive a discount of 10% on all rentals.

Please sign below to indicate acceptance of these terms:

Signature: _____

Print Name: _____

Date: _____

For Office Use Only

Rental fees Received: \$ _____ Yes/No

Deposit received: \$ _____ Yes/No

Liquor License Required _____ Yes/No

If Yes Licence # _____

Approved by: _____

Signature: _____

Date: _____