

# Toronto Community Housing Corporation (TCHC) One-Time Event Application Form



This form is for agency applicants and tenants/tenant-led groups interested in using common, community or recreational space (i.e. library, recreation room, and meeting room) in one of TCHC's communities, for a one-time event or occasion.

Please fill out **all** sections of the form and attach all required information. We will be unable to process your application if it is incomplete.

## SECTION A - APPLICANT INFORMATION

Name of Applicant or Group: \_\_\_\_\_

What **kind of group** is it? (Please check one)

Tenant/Tenant-Led Group       Agency

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION B - EVENT INFORMATION

**Where** do you want to hold the event? Address:

\_\_\_\_\_

Which **space** would you like to use? Room:

\_\_\_\_\_

What **date** is your event?

\_\_\_\_\_

What time will the event **start**? \_\_\_\_\_

What time will the event **end**? \_\_\_\_\_

Please give a **description** of the event:

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How many **people** will be at the event? (Please check one)

1-25 people                       101-250 people

26-100 people                       251-500 people

What **type** of event is it?

Community Event     Private Event

**Who** can attend? (Please check one)

All tenants                                       Only some tenants

Only people who are invited               Open to tenant and community

Do you **charge** people money for this event? For example, admission, membership fees, donations.  Yes     No

If yes, how much will you charge? \_\_\_\_\_

Are you **selling** anything?     Yes     No

If yes, what are you selling? \_\_\_\_\_



Toronto  
Community  
Housing

I certify that the answers I have given to the above questions are true and complete to the best of my knowledge.

Name: \_\_\_\_\_

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

\_\_\_\_\_

Authorized TCHC staff

Person in charge of the event

Date

## APPLICATION CHECKLIST

Your application must include:

- One-time event application form
- Certificate of Insurance or Payment for Insurance and Insurance form
- Payment for room rental (if applicable)

### ***Room Rental Fee Guidelines***

*These fees are only a guide. Each Operating Unit may adapt these fees.*

<b>What Type of Event?</b>	<b>Fee</b>	<b>Damage Deposit</b>
<b>Community Event</b> (open to all tenants) <ul style="list-style-type: none"> <li>• community party</li> <li>• community meeting</li> <li>• memorial/life celebration</li> </ul>	<b>Free</b>	<b>None</b>
<b>Private Event</b> (not open to all tenants) <ul style="list-style-type: none"> <li>• children events</li> <li>• adult events</li> <li>• birthday parties</li> <li>• retirements parties</li> </ul>	<b>\$75</b>	<b>\$75</b>
<b>Private Event</b> (not open to all tenants) <ul style="list-style-type: none"> <li>• weddings or receptions</li> </ul>	<b>\$250</b>	<b>\$300</b>

## Insurance Fee Guidelines

Tenants and tenant-led groups holding private events do not qualify for coverage under TCHC's insurance policy. Tenants must obtain their own insurance coverage for private events. The below table shows the fee tenants and tenant-led groups will need to pay if they are purchasing insurance through TCHC.

If a tenant and/or tenant-led group is holding a community event, they may be qualified for coverage under TCHC's insurance policy.

Insurance Fees for Private Events	
Number of People Attending Event	Fee
1-25 people	\$27
26-100 people	\$54
101-250 people	\$108
251-500 people	\$162

## For Staff Use

### Operating Unit Clerk Checklist

Was the application approved?  Yes  No

Is the space available?  Yes  No

Does the applicant have insurance?

Fire Life Safety & Risk Management Department has approved insurance

Did the applicant purchase insurance through TCHC?  Yes  No

Fees and Application sent to Fire Life Safety & Risk Management Department

Fee for insurance Amount: \$ \_\_\_\_\_ Initial \_\_\_\_\_

Did the applicant pay a rental fee?  Yes  No

Fee to rent the space    Amount: \$ \_\_\_\_\_    Initial \_\_\_\_\_

Did the applicant pay damage deposit?     Yes     No

Damage deposit    Amount: \$ \_\_\_\_\_    Initial \_\_\_\_\_

Was the damage deposit returned to the renter?     Yes     No

Date returned \_\_\_\_\_    Initial \_\_\_\_\_

Asset Management Staff Name: \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_

### For Staff Use

#### **Asset Management Approval Checklist**

This Checklist is to be used when a one-time event application has been submitted to you.

#### **A. Applicant Information**

1. Has the applicant used space in this community or Operating Unit before?

Yes     No

2. Are there concerns with this applicant?

Yes     No

3. What are the concerns? How can they be addressed?

## B. Space Information

1. Is the space available?

Yes  No

2. Does the space requested accommodate the program the applicant is implementing?

Yes  No

3. How will we provide the applicant access to the space? Please specify.

Fob  Key  Other  \_\_\_\_\_

## C. Additional Comments

Please share any additional comments:

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Approved: Yes  No

Asset Management Staff Name:

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

Signature: \_\_\_\_\_

## TERMS OF AGREEMENT

In this document, “I” means the person renting space and “you” means the Toronto Community Housing Corporation (TCHC).

### **I understand that renting the room is based on the following conditions.**

- My event must be finished by the time specified by the Operating Unit Manager.

### **Booking**

- My booking is not final until it has been approved by TCHC staff.

### **Insurance**

- I must show proof that I have bought liability insurance.
- At any time, TCHC can ask to see a copy of my application and proof that I have insurance.

### **Payment**

- Fees (where applicable) may include a room rental charge and a damage deposit. TCHC may also ask me to pay security costs.
- I must give TCHC separate payments for each charge (fees, damage deposit and security costs). I can only pay with certified cheques or money orders.
- TCHC may keep my damage deposit if they need to pay for repairs, emergency staffing, cleanup or any other costs. If these costs are more than the damage deposit, TCHC will charge me for the extra cost.

### **Using the Space**

- I must arrange with staff how I will access the space. This must be done before the event, during staff business hours.
- If I receive keys, I must return them after my event.
- I am responsible for setting up the room.
- Equipment is not included in the rental, unless I have made a special arrangement.



- Parking is not included with the rental of the facilities, and anyone who parks on the property may be tagged and towed.
- I must make sure that when we leave the room looks like it did when we arrived. This means that the furniture is arranged as it was, the room is clean and I have disposed of all waste or garbage as arranged with staff.

### **The Law**

- This event will not break any laws, including local by-laws about smoking and noise.
- TCHC have the right to cancel my rental agreement at any time. TCHC can take me to court or evict me if I break the Tenant Protection Act of 1998.
- I must be able to show TCHC that I have all the licenses or permits I need for this kind of event.
- I will make sure that the number of people at my event is allowed by the Fire Code.
- I am responsible for the space I rent and the actions of people at my event.
- If I do not follow these terms, I may not be able to rent space from TCHC again.

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Signature of authorized staff  
*(Toronto Community Housing Corporation)*

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Signature of person in  
charge of the event

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Date