



Application to Use Common Space

Who is in charge of the event? _____

Name of Building _____

Tenant/Group Name _____

Your address _____

Phone number _____ Where else can staff call you? _____

E-mail: _____

Where do you want to hold the event? _____

Which **space** would you like to use? _____

What **date** is your event? _____

What time will the event **start**? _____ When will it **end**? _____

Describe event _____

_____ How many people will be at the event? _____

Who can attend? (Please check one)

- All tenants Only some tenants
 Only people who are invited Open to tenant and community

Will you be **servicing** liquor? Yes No Will you be **selling liquor**? Yes No

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

If yes, please tell us more: _____

Are you **selling** anything Yes No

If yes, please tell us more _____

_____ If you are booking the space for a group, what **kind of group** is it? Check as many as apply.

- Tenant Non-Profit For Profit Religious Political

Does your group get financial grants? Yes No

Who gives grants to your group? _____

What is the group's **purpose**? _____

I have read the Terms of Agreement. I agree to follow TCH rules. I know that if I break any of the rules, this contract will be cancelled.

Authorized TCH staff

Person in charge of the event

Date

For Staff use

Was the application approved? Yes No

Does the applicant have insurance?

They are covered by TCH

I have seen the proof of insurance

Initial _____

Fees and Application sent

Initial _____

Did the applicant pay?

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

Damage Deposit Amount: \$ _____ Initial _____

Was the damage deposit returned to the renter?

Date returned _____ Initial _____

Terms of Agreement

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

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

- My event must be finished by 11 PM, because this space is in a building where people live.

Booking

- Space bookings are on a first-come, first-served basis.
- My booking is not final until it has been approved by TCH staff.

Insurance

- I must show proof that I have bought liability insurance.
- At any time, you can ask to see a copy of my Application and proof that I have insurance.
- If I am serving alcohol at the event, I must get Host Liquor Liability Insurance coverage and a Smart Serve Certificate.

Payment

- Fees (where applicable) may include a room rental charge and a damage deposit. You may also ask me to pay security costs.
- I must give you separate payments for each charge (fees, damage deposit and security costs). I can only pay with certified cheques or money orders.
- You may keep my damage deposit if you need to pay for repairs, emergency staffing, cleanup or any other costs. If these costs are more than the damage deposit, you 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. This event will not violate the Ontario Human Rights Code.
- You have the right to cancel my rental agreement at any time. You can take me to court or evict me if I break the Tenant Protection Act of 1998.
- I must be able to show you that I have all the licenses or permits I need for this kind of event. For example, I must show my liquor license, gaming license or professional license.
- I will make sure that the number of people at my event is allowed by the Fire Code.

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I am responsible for the space I rent. I am also responsible for the actions of people at my event.

If I do not follow these terms, I may not be able to rent space from you again.

Signature of authorized staff
Toronto Community Housing Corporation

Signature of person in charge of the event

Date