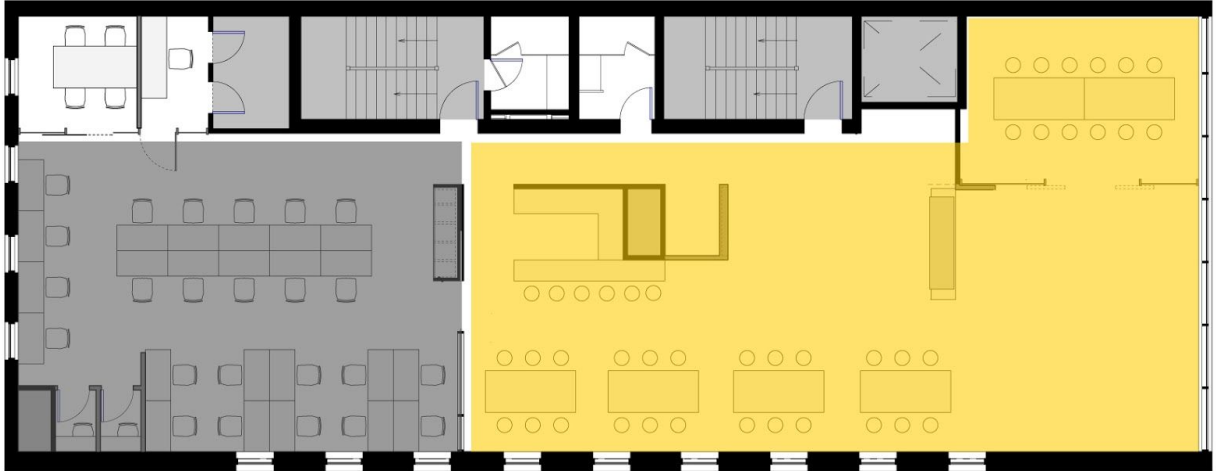




## EVENT SPACE RENTAL AGREEMENT

### RENTAL AREA

Below is a floorplan of the available area to rent. The yellow area indicates the area that is available to rent. The renter understands that the area in grey is absolutely prohibited by renter or guests of event.



### HOURS

- The hours during which an event can occur at Make Lemonade are:
  - Wednesday, Thursday, Friday 6PM-10:30PM
  - Saturday & Sunday 9AM-10:30PM

### PRICING

- The rental rate for events at Make Lemonade on weekdays is \$150 / hour + HST.
- The rental rate for events at Make Lemonade on weekends is \$200 / hour + HST.

### CAPACITY

- Events at Make Lemonade can accommodate 35 people
- Events at Make Lemonade must always be open to Make Lemonade members

### CONDITIONS

- The rented period must include setup and cleanup time.
- The renters are responsible for their own setup and cleanup, including putting garbage/recycling in the appropriate bins, washing any dishes that have been used (and agreed to be used), wiping whiteboards, and returning tables and chairs if moved.
- Coffee and tea will not be provided during events at Make Lemonade.



- During your event, a Make Lemonade staff member will be available to provide assistance, if agreed.
- Renters agree to pay for any damages caused here at Make Lemonade, its equipment and property as a result of meetings or events. This includes treating the hardwood tables with care. Please treat the space with respect!
- Make Lemonade management reserves the right to monitor all events hosted on the premises, and also reserves the right to refuse space to any group that it considers inconsistent with the purpose and policies of Make Lemonade.
- Make Lemonade is not responsible for items left unattended.
- Providing alcoholic beverages on Make Lemonade premises must be approved by Make Lemonade staff before your booking, and if deemed necessary, a Special Occasions Permit will need to be purchased by the renter.
- You are invited to bring outside food or catering for your events. The use of hotplates is strictly prohibited. [Click here](#) for a list of Make Lemonade preferred caterers.

#### **CANCELLATION**

- Full refund will be issued if cancelled 7 days in advance.
- Less than 7 days notice, you will be charged in full.

#### **PAYMENT**

- 50% refundable security & cleaning fee (if returned to original state) deposit will be charged upon booking.
- Payment for all rentals will be sent via electronic invoice outlining your fees, including HST. Payment can be made by credit card.
- The balance of your rental is due 7 days before event.
- Once deposit has been received, your booking will be reserved in our calendar.

#### **INDEMNIFICATION**

By renting spacing at Make Lemonade Co. Ltd., you agree to release, hold harmless, and indemnify Make Lemonade Co. Ltd. from any and all liability, costs or other claims resulting from any and all claims originating as a result of the Organization's use of the premises, equipment, or any and all other facilities provided by Make Lemonade Co. Ltd. for the Organization.



<b>Name:</b> <b>Phone Number:</b> <b>Email:</b>	
<b>Date of Event:</b> <b>Hours of Event:</b>	
<b>Number of Guests:</b>	

RENTER SIGNATURE

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DATE

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