



## RENTAL AGREEMENT

This constitutes a contract for use of The Livery between the owners:

**Goderich Little Theatre (GLT)**

35 South Street, Goderich ON N7A 3L4 | 519.524.6262 | cara@thelivery.ca  
and the renter/lessee:

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

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

Event: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

Access In Date/Time: \_\_\_\_\_ Access Out Date/Time: \_\_\_\_\_

Performance Dates: (if applicable): \_\_\_\_\_ Total Approved Rental Fee: \_\_\_\_\_

### TERMS OF CONTRACT TO RENT:

1. **Bar:**

The Renter is to have no bar facilities except with permission of the GLT and the renter must obtain their own liquor licence and produce to the GLT General Manager (GLT/GM) upon request. The renter shall be responsible for all liquor purchases, supplies and staffing of the bar. All bar personnel must have valid Ontario Smart Serve certification. All alcoholic beverages supplied by renters should be removed from The Livery at the end of the respective event. **Guests may not go outside the building with alcohol and must vacate the premise by 1.30 am. The GLT reserves the right to have a person onsite at any and all times during the rental.**

INITIAL: \_\_\_\_\_

2. The Renter shall adhere to all LCBO and LLBO and Fire Marshall Regulations.

INITIAL: \_\_\_\_\_

3. **Damage:**

- a. The Renter assumes responsibility and liability for any losses or damage or breakage or losses that may occur to the building and/or stock and/or equipment or property during the period of access.
- b. The Renter is responsible and liable for any damage to the property of The Livery including the kitchen, lobby, walls, ceilings, beams, and drapes inside or outside the building during the period of access. Under no circumstances shall anything be attached to walls or around the stage curtains, hardware or lights. The Livery is a strictly non-smoking building.
- c. **Damage deposit: A \$300 damage deposit is required at the time of final booking and payment, either as a cheque or cash that will be refunded within 30 days following the event, less any costs to the GLT for additional cleaning or damage repair or replacement.**

INITIAL: \_\_\_\_\_

**4. Set Up, Tear Down, and Cleaning:**

- a. The GLT will provide the premises to the Renter on an "as is" basis unless otherwise specified in this agreement. The Renter agrees to leave the premise in a neat and clean condition: chairs and tables cleared away, garbage and recycling collected and taken off-site, all spills mopped. No rice, confetti or glitter or the like shall be used on the premises. Mops, vacuums, brooms and cleaning supplies are on site for use after the event has taken place. The GLT has the right to decline a refund of the \$300 damage deposit back to the renter if the building has not been left in a respectable way. **Renter is given until 12 noon the day following a rental to complete clean up or as otherwise allowed in the period of access.**

INITIAL: \_\_\_\_\_

**5. Promotion and Marketing:**

- a. The GLT reserves the right to refuse a rental contract for any event that would include racist, discriminatory or otherwise offensive or inappropriate aspects or presentations.
- b. The Renter agrees to post no advertising without review and consent of the GLT. GLT and Livery Theatre logos may not be used. All materials will clearly identify the sponsor/presenter of the event.
- c. All promotional materials must be approved by the GLT/GM before distribution by any means including social media.
- d. The renter agrees not to publish, post or distribute any event photograph, video or audio that includes racist, discriminatory or otherwise offensive or inappropriate content or shows signage or otherwise identifies the GLT or Livery.

INITIAL: \_\_\_\_\_

**6. Theatre Equipment and Amenities:**

- a. The Renter agrees that the theatre lighting and sound systems will be operated only by persons authorized to do so by the GLT. Qualified operators must contact the GLT Technical Director for an introduction to the equipment. The lighting and sound property of the GLT is sophisticated and expensive equipment. It must be operated only by properly qualified persons of the GLT. Additional costs will apply if the renter needs a GLT tech on-site for the event. The renter must make arrangements with GLT Technical Director. If microphones, stands, and other sound equipment are needed for the event, GLT Technical Director must be informed of this a head of time. The Renter must inform the GM if music will be played for the event. The GLT pays Socan annual fees for the use of recorded sound.
- b. All GLT properties and wardrobe which are stored in the Livery are solely for the use of the GLT.
- c. The GLT will provide ladders for use. Chairs are not to be used for the purpose of ladders.
- d. The Livery is equipped with a maximum of 8 eight-foot tables, 30 round 3 by 3 tables and 200 stacking chairs (maximum 18 chairs per dolly).

INITIAL: \_\_\_\_\_

**7. Cancellation:**

- a. **A deposit of \$250 must be paid upon signing this agreement to secure the dates; the balance (including the damage deposit) is due in full no less than 30 days in advance of the event. The \$250 deposit will not be refunded with less than 30 days notice of cancellation.**

INITIAL: \_\_\_\_\_

- 8. The Renter holds harmless the Goderich Little Theatre, its Officers, Directors, and Volunteers from accidents and injuries sustained by any person while on the premises during the period of access. The GLT assumes no responsibility for lost or stolen property belonging to any person while on the premises during period of access.

INITIAL: \_\_\_\_\_

- 9. **COVID 19 Regulations:** The Renter is responsible for whatever government regulations and guidelines might be in place at the time of the rental while renting the Livery regarding Covid-19. The Renter MUST follow the proper protocols regarding capacity, social distancing, masks, and sanitation while on the premises.

INITIAL: \_\_\_\_\_

10. Rental of the premises of The Livery includes use of the kitchen, stage, auditorium, lobby and washrooms. All other areas of the Livery are not to be accessed or used without the express permission of the GLT. No technical equipment (lighting and sound) or props or costumes are to be accessed or used without the express permission of the GLT. Renters are responsible for setting up the auditorium to suit their needs. Tables and chairs are provided by GLT. Early access for set-up is contingent on availability and may include extra costs. Rental access includes the time necessary to leave the Livery in the agreed-upon condition.

**RENTAL FEES**

The rental fee is based on the use of the following. Please indicate whether each item is *Included* or *Excluded*.

DAY RENTAL	INFO	RENTAL RATE
<b>Half-day Rental (up to 4 hours)</b>	Between 7 a.m. & 5 p.m. (M-F)	<b>\$100/hr.</b>
<b>Weekday Rental (Sunday – Thursday)</b>	8 a.m. day of event to noon the following day.	<b>\$850</b>
<b>Weekend Rental (Friday, Saturday)</b>	8 a.m. day of event to noon the following day.	<b>\$950</b>
<b>Wedding Packages</b>	8 a.m. Friday to 1 p.m. Sunday	<b>\$2,000</b>

*Note: Any special arrangements or exceptions are to be noted above and initialed by the parties.*

<b>TOTAL RENTAL FEE:</b>	
<b>DAMAGE DEPOSIT:</b>	
<b>TOTAL PAYABLE:</b>	
<b>LESS DEPOSIT PAID ON SIGNING:</b>	
<b>BALANCE, DUE BY: (date)</b>	
<b>FINAL AMOUNT DUE:</b>	

**PLEASE NOTE:** The renter must have items vacated from the premises by 1pm the following day of the rental. Rental fee discounts may be applied for not-for-profit groups or multi-day rentals, subject to approval from the GLT Board of Directors.

*I have read and understand the terms of the agreement and agree to comply with them.*

Renter: (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Goderich Little Theatre (signature): \_\_\_\_\_

**PAYMENT**

**E-transfer:** Please email to [livery@thelivery.ca](mailto:livery@thelivery.ca) and name your event in the message area

**Cheque:** Make out to "Goderich Little Theatre", mailed to The Livery Theatre, 35 South St, Goderich ON, N7A 3L4

**Credit Card:** Phone the office to process a credit card payment during business hours at 519.524.6262