



1090 avenue Greene, Westmount, Quebec, H3Z 1Z9
www.centregreene.org, 514-931-6202

Room rental information package

Centre Greene offers room rentals at a reasonable price in order to offset the costs of building operation and to support our community programs. Room rentals can be made on a seasonal basis for ongoing programs. We equally offer space for one time rentals, such as meetings, birthday parties and special events. Room rentals must comply with Centre Greene's mission and mandate in the community, and are subject to availability.

Room	Rental rate	Approximate capacity
Gym	\$50/hr	200
Sunroom and Kitchen	\$40/hr	75
Kitchen	\$18/hr	15
Conference Room	\$18/hr	15
Studio	\$22/hr	40
3rd Floor	\$20/hr	30
Multi-Purpose Room	\$18/hr	30

Please note that the prices above are valid from September 1st, 2011 to August 31st, 2012

A completed rental contract is required in order to reserve a room at Centre Greene. Rooms, times or spaces will not be held or guaranteed without the rental contract and payment of at least 50% of the total cost up front. For more details please see the sample rental contract at the end of this document.

Room descriptions are found on the following pages. If you need any further information please feel free to contact us, or visit our website.

Thank you,

Wesley McCoy

Gym

Dimensions:

45 foot, 8 inches width by 66 foot, 5 1/2 inches long; 1391 cm by 2025 cm

Description:

Our gymnasium area is slightly smaller than a regulation basketball court. It makes a great space for team sports, recreation leagues, and would make a great place for a company sponsored noon-hour gym space.

The space is also a great area for a large party, bazaars, conferences, lectures or for larger workshops. Tables, benches and chairs can be brought into gym, but for larger functions these need to be rented at your expense.

The use of sound equipment must be discussed with the director, and is subject to municipal bylaws regarding noise, as we are in a residential neighborhood.

Equipment Available:

Hockey nets, some hockey sticks, basketballs, volleyball nets, badminton nets. Other equipment may be available, but keep in mind that it is not professional equipment, and tends to be well used, and poorly maintained. It is always recommended to inquire about what is available before you rent. It is also recommended that you bring your own equipment to ensure maximum enjoyment, especially if you prefer higher grade sports equipment.

When renting, keep in mind that there are no guarantees on the availability of equipment. We do not offer storage space, and anything left or forgotten in the gym storage room is fair game to all.

Room photo:



Sunroom and Kitchen

Dimensions:

Sunroom: 25 foot by 41 foot; 762 cm by 1249 cm

Kitchen: 10 foot by 17 foot; 304 cm by 518 cm (there is a counter covering some of this space)

Description:

Our sunroom area and attached kitchen makes a great space for parties, smaller conferences, lectures, meeting space, and support groups. The space is also well suited for yoga, martial arts, support groups, and family dinners. Makes an excellent space for catered events, potlucks, and has the amenities to prepare large meals onsite.

Equipment Available:

Rental of the sunroom and kitchen includes use of tables (10), chairs(55), stoves (2), pots and pans, dishes (service for about 75), dishwasher, and possible fridge space for the day of your event. It is always recommended to bring your own cooking equipment (pots and pans), and naturally, you must provide all your own food. Any food already in the kitchen belongs to our various programs and is not included in your rental.

More tables and chairs can be rented to suit your needs, at your expense. Please discuss this when you are inquiring for rental space.

Please also note that the kitchen must be left clean, dishes must be washed and put away, garbage and recycling must be removed and placed in the appropriate bins. If the kitchen is not left clean, a maintenance fee will be imposed.

Set-up and clean-up time must be taken into account when renting as you are charged for this time.



Kitchen

Dimensions:

10 foot by 17 foot; 304 cm by 518 cm (there is a counter covering some of this space)

Description:

The kitchen space includes 2 stoves, a dish sanitizer, and ample counter space. This is great for cooking workshops, for community kitchens, meals on wheels programs, and other meal preparation.

Equipment Available:

Stoves (2), pots and pans, dishes (service for about 75), dish sanitizer, and possible fridge space for the day of your event. It is always recommended to bring your own cooking equipment (pots and pans), and you must provide all your own food. Any food already in the kitchen belongs to our various programs and is not included in your rental.

Please also note that the kitchen must be left clean, dishes must be washed and put away, garbage and recycling must be removed and placed into the appropriate bins. If the kitchen is not left clean, a maintenance fee will be imposed.

Time for set-up and clean-up must be taken into account when renting as you are charged for this time.

Room photos:

Conference Room

Dimensions:

17 foot by 10 foot; 540 cm by 315 cm

Description:

Our conference room is an ideal space for small meetings, conferences or lectures. The space is also great for a games club like chess or board games. This would be a great space for small offsite business meetings, for interviews, or presentations.

Equipment Available:

The conference room is equipped with a large table and chairs. Due to the size of the space it is difficult to add much else, but a small table can fit in the room as well. As with all the rooms at Centre Greene, it is highly recommended that you see the space prior to signing a rental agreement to see if it suits your needs.

Room photo:

Studio

Dimensions:

33 ½ foot by 46 foot; 1020 cm by 1407 cm

Description:

Our basement studio space has partially mirrored walls and sprung dance floor with a marley cover. We enforce a strict policy of **no furniture or no shoes** on this floor. The only exceptions are soft ballet shoes. It is strictly forbidden to bring any chairs, benches or tables into this room. Financial responsibility for repairing any damage to the floors will be the responsibility of the renter. Please verify and report any damage before your activity takes place.

Equipment Available:

There is no equipment for the studio. We do not allow the placement of any furniture or chairs on the floor.

Room photos:

Centre Greene

RENTAL AGREEMENT September 2011 to August 31, 2012

1. ORGANIZATION: _____
2. DESCRIPTION OF ORGANIZATION: _____
3. NAME OF REPRESENTATIVE (S): _____
4. Email ADDRESS: _____
5. TELEPHONE NUMBERS: (H) _____ (O) _____
6. REASON FOR RENTAL: _____
7. ESTIMATE NUMBER OF PEOPLE ATTENDING: _____
8. ROOM(S)/EQUIPMENT RENTED UNDER THIS AGREEMENT:

9. DATES & TIMES COVERED UNDER THIS AGREEMENT (including set-up & clean-up times): _____

10. RENTAL RATES:

Gymnasium	\$50/hr x _____ = _____	Conference Room	\$18/hr x _____ = _____
Sunroom	\$40/hr x _____ = _____	Studio	\$22/hr x _____ = _____
Kitchen	\$18/hr x _____ = _____	3rd Floor	\$20/hr x _____ = _____
Multi-purpose	\$18/hr x _____ = _____		

11. TOTAL RENTAL FEE*: _____

12. PAYMENT SCHEME:

- a. Party and One-Time only rentals: **Payment in full at least five days before date of event.**
- b. Short, Medium and Long term rentals: **50% at time of contract signing and balance half way through rental schedule.** (minimum \$25 at signing to cover cancellation fees)

Refund policy: Rental fees will be refunded minus a \$25.00 office fee. Cancellation must be made **minimum of one day prior** to scheduled time of event. Please call (514) 931-6202 and leave a message. Cancellations made on the day of will be charged at full rental rate for one time or recurring rentals.

Deposit : _____ date _____ staff initials _____
Balance : _____ date _____ staff initials _____

*Party and One-time-Only Rentals: Contract **not** valid until:

- 1) Date and Time confirmed by Centre Greene coordinator;
- 2) Contract is signed by Centre Greene coordinator.
- 3) Payment is made in full.

TERMS & CONDITIONS OF THIS RENTAL AGREEMENT

- 1) **The time allotted under this rental agreement will be respected. The renter will be charged our full hourly rental fee for any additional time spent in the space. This includes set-up and tidy-up times. Renters are expected to vacate the building upon completion of their allotted time, which includes the use of showers and other facilities.**
Renters please initial indicating understanding of condition #1: _____

- 2) The renter understands that it is his/her responsibility to familiarize him/herself with Centre Greene's Safety Measures Plan (see office for document), as well as relevant emergency evacuation routes. Renter is responsible for the safe evacuation of all his/her participants in an emergency.
- 3) The renter is responsible for leaving the room clean and tidy. Any furniture or equipment that was moved will be returned to its original location. The floor will be left clean. There are brooms and mops available for this purpose. If the kitchen is part of this agreement, it will be left clean, all dishes will be cleaned and put away. If the renter fills the recycling bins, it is their responsibility to empty the bins into the larger bins in the basement. Any areas left dirty will incur a cleaning fee.
- 4) Centre Greene is located in a residential neighborhood and all efforts must be made to respect its peace and quiet. It is the renter's responsibility to ensure that his/her guests respect the municipal bylaws regarding noise, loitering, parking and usage of the alley between Greene Avenue and Columbia Street. Public Security will be called and the renter's event will be terminated, on the spot, if there are transgressions of the bylaws.
- 5) It is the renter's responsibility to ensure that participants do not park behind the Centre. Unauthorized cars will be towed!!! Please inquire at the office about additional parking nearby.
- 6) The renter is responsible for replacing any Centre Greene equipment that is lost, stolen or broken while in their possession.
- 7) The renter agrees that Centre Greene is not responsible for any lost or stolen items.
- 8) The renter agrees not to look to Centre Greene, nor to its insurers, for any property damage and/or personal injury or death caused by or to any or by any persons participating in the renter's programme/event at Centre Greene, 1090 Greene Avenue, Westmount, Québec.
- 9) The renter understands that rooms not part of this agreement are strictly off limits to the participants of the renter's programme/event.
- 10) For events/programmes involving children, the renter is responsible for ensuring that children are supervised at all times. The renter agrees not to leave Centre Greene premises until all children have been picked up by their parent(s) or guardian(s).
- 11) Centre Greene is a **non-smoking** building. Please ensure that this is respected.
- 12) If the renter intends to serve alcohol, a permit must first be obtained from La Régie des Alcools, des Courses et des Jeux. Centre Greene does not have a liquor permit. This permit is at the renter's cost.

Signature (Renter)

Date

Signature (Centre Greene Director)

Date