



West Side Family Place  
**RENTAL AGREEMENT**

The undersigned parties agree to the following terms and conditions of the rental agreement.

**PLEASE NOTE: It is the renter's responsibility to pick up the key by 12:30 pm on the Thursday before the rental and to return the key by the following Tuesday.**

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

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

Phone Number \_\_\_\_\_ Are you a West Side Family Place member?  Yes  No

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Key Pick-Up Date: \_\_\_\_\_ Staff initials  Key Returned: \_\_\_\_\_ Staff initials

Rental Fee: \$145.00 members / \$200 non- members \*Damage/Cleaning Deposit: \$100.00

Cheque # \_\_\_\_\_ Cheque # \_\_\_\_\_

**THE RENTER IS RESPONSIBLE FOR LEAVING THE PREMISE IN THE CONDITION IN WHICH IT WAS FOUND.** This includes taking full responsibility for cleaning the facility, ensuring that all lights and electric elements are turned off, and that all windows are closed and locked and that all outside doors are locked before leaving the premises.

The Renter is renting the premises, specific toys and equipment. The Renter agrees to supply his/her own food, art supplies, etc.

In the event of unforeseen complications (e.g. plumbing and electrical problems) the Renter agrees to contact:  
Donna Henning: 604.737.1702 or Eva Svensson: 604.731.0811

**\*West Side Family Place has the right, power and authority to cancel this contract at any time before or after the rental starts.**

**Waiver:**

I understand and agree that West Side Family Place shall not be liable for loss, damage, or injury to persons or personal property incurred by the Renter and their participants / guests while using/or on the premises. I agree to indemnify and hold harmless West Side Family Place for any loss, damage or injury that may arise out of premise in this contract.

\_\_\_\_\_  
*Renter Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*West Side Family Place Staff Signature*

**\*The damage deposit will be retained in the event of damages and / or to cover cleaning costs.**

**Food and drinks are NOT allowed in the playroom  
Alcohol is NOT allowed to be served on the premises  
No peanuts or peanut products are permitted on the premises.**

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**THE RENTER IS RESPONSIBLE FOR LEAVING THE BUILDING AS IT WAS FOUND.**

**The renter is responsible for:**

- ❖ The “no shoes” policy anywhere inside the facility (indoor shoes and slippers are provided both upstairs and downstairs by the door)
- ❖ Returning toys and equipment to their proper places
  - Keep INDOOR toys INSIDE
  - Keep OUTDOOR toys OUTSIDE
- ❖ Stacking chairs and stools
- ❖ Washing all used cups and cutlery
  - Dishwasher detergent is located in kitchen cupboard below the sink
- ❖ If used, wiping coffee maker and microwave
- ❖ Wiping down all tables/highchairs/countertops
- ❖ Sweeping the floors
- ❖ Vacuuming any dirt on the playroom carpet
- ❖ Wiping toilets, sinks and counters in washrooms
- ❖ **\*\*\*Taking ALL garbage home\*\*\***
  - All garbage bins MUST be emptied in the kitchen, upstairs bathroom, and downstairs bathroom
  - WSFP only has residential allowance for garbage and is unable to accommodate for waste that is associated with the rental
- ❖ Ensuring the following:
  - all windows are closed
  - all three doors are locked
  - all lights are turned off
  - heating is turned down to 15°C
  - the lock on the front gate is secured before leaving the property

Please treat West Side Family Place with the same care and respect as you would your own home. You are responsible for your guests and any damages that may occur during your rental period.

In the event of unforeseen complications (e.g. plumbing and electrical problems) the Renter agrees to contact: Donna Henning: 604-737-1702 or Eva Svensson: 604-731-0811

**THANK YOU FOR YOUR COOPERATION!**

Also note:

The electrical panel is in the playroom on the left-hand wall.

The hot-water tank and heater are in the downstairs washroom closet.

Vacuum, broom and mops are in the kitchen.

The main water tap is in the playroom (as you enter from outside it is on your left next to the window behind a wooden panel).