



WBC Club Rental and Rental Form

Effective Date: 2018_12

Approval Date: 2018_12

Revision Date: 2021_11

1 Purpose

The purpose of this policy is to identify the conditions for renting the club hall and/or courts

2 Policy

1. Requests to rent the club may only be made by persons who are at least 19 years of age. All requests must be approved by the House Director.
2. The undersigned is considered to be in charge while they are at the club. They are responsible for the behaviour of guests, and also for the proper use of the premises. Security and the wellbeing of the club is of paramount importance. The undersigned is to be the person who meets the House Director (or alternate WBC representative) at the club on the date of the rental to complete an opening walk through to determine any pre-existing facilities deficiencies. The undersigned will also meet with the same WBC representative to complete a closing walk through to ensure there are no additional facilities deficiencies – should the Woodstock Badminton Club be left in the same condition as it started in, the security deposit will be returned at this time.
3. The undersigned will ensure that all guests eligible for the COVID vaccination have been double vaccinated for at least 14 days.
4. Club renters who wish to have Alcohol on the premises must adhere to the WBC Liquor Policy. A person who obtains a permit must inform the House Director of the number of the permit.
5. Rental Fee:
 - Members: \$100.00 flat fee
 - Non-Members: \$60.00 per hour (with a 2 hour minimum and \$300 maximum)
 - Security Deposit: \$100.00 flat fee – to be returned upon completion of closing walk through

CLUB RENTAL AGREEMENT FORM

Name or Organization: _____

Contact Person(s): _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ E-Mail: _____

Event Description:

Date & Time Requested for Club Rental: _____

Insurance Company: _____ Policy #: _____

Estimated Attendance: _____ Will tables & chairs be required: Yes No

By signing below, I agree to abide by the Woodstock Badminton Club Rental Policy as set down by the Woodstock Badminton Club on the date(s) and times noted above. I agree that this agreement and the date(s) are unsecured pending receipt of a 25% non-refundable deposit or fees paid in full.

Date: _____ 20__ Print: _____

Signed: _____

FOR OFFICE USE ONLY

AGCO Number: _____

Security Deposit Paid: \$ _____ Cheque Cheque # _____ Cash

Date Paid: _____

Date Returned: _____ Renter Signature: _____

Total Amount Due: \$ _____ Cheque Cheque # _____ Cash

Date Paid: _____

Deposit Amount Paid: \$ _____ Cheque Cheque # _____ Cash

Date Paid: _____

Balance Owing: \$ _____ Cheque Cheque # _____ Cash

Date Paid: _____

Rental Approved: _____ - _____
(Approval Signature) (WBC Title)

(Date)