

General Terms & Conditions- Koko Platz Recreation Club

No facility rental form is considered final until the deposit is completed and the Koko Platz Recreation Club has approved your request.

Koko Platz Recreation Club is not responsible for any loss of or damage to properties left in the hall, change room or on our premises.

All rentals will receive an invoice once the inspection is completed after the event. Payment is required within 30 days.

Room set up and return of tables/chairs etc. is required by the user unless otherwise specified by the Club.

All users are asked to leave the spaces they used clean and orderly after use. Garbage must be disposed of after your event.

The Koko Platz Recreation Club has access to all private events and reserves the right to inspect & control all private events, including guest conduct & audible level of music.

The event host is responsible for the conduct and control of their attendees and must ensure compliance with all behaviour policies.

Thumbtacks, nails, staples, and tape are not to be used on walls. Charges will be applied for the removal and restoration from damage resulting from these actions. Painters tape and command hooks may be used as long as they are carefully removed, and any damage is reported.

Regular organization users may be required to list the Koko Platz Recreation Club as an additional insured on their insurance.

As a condition the user shall indemnify and hold harmless the Koko Platz Recreation Club from and against any and all causes of action, losses, liability and costs in connection with any claims for damages as a result of injury or death to any persons or damage to or loss of any property sustained by the user and/or their guests in relation to the event outlined in the approved request.

Private Rental **Deposit: \$75**(paid by cash or e-transfer to: kokoplatzrecclub@gmail.com)
Cost Hall: \$50/hour 2 hour minimum or \$350 for a full day (8 hours) Member Discount: 20%

Non Profit Rental **Deposit: \$50**(paid by cash or e-transfer to kokoplatzrecclub@gmail.com)
Cost Hall: \$25/hour 2 hour minimum or \$175 for a full day (8 hours)charity number is required.

Cancellation Policy

I understand that there is a **72 hour cancellation policy**. Failure to do so will result in loss of deposit.

I agree to the above mentioned terms & conditions and understand the rental is not approved until I have been notified.

NAME _____ DATE _____ Approved by (board member) _____

DOOR PROCEDURE: _____ (office use only) Rental Invoice# _____
Member assigned to this rental _____(office use only)