

# WARRENVILLE REGIONAL COMPLEX

LP. 27 WARREN MUNROE ROAD,  
WARRENVILLE.

TEL/FAX: 693-0928

## AGREEMENT FOR RENTAL OF PREMISES

### RENTAL OF COMPLEX

A downpayment of **FIVE HUNDRED DOLLARS (\$500.00)** must be paid in advance as to secure the availability of the premises on the requested day. Should the event be cancelled, the down payment will **not** be refunded. A penalty of (50%) will be retained for the first date change. For the second date change, the balance will be retained by the complex. **NO REFUND FOR CANCELLATION.**

### **REFUNDABLE SECURITY DOWNPAYMENT:**

This amount is in the sum of **FIVE HUNDRED DOLLARS (\$500.00)**. This amount would be refunded one (1) week after the event on the grounds that the building's fitting and fixtures are not removed or damaged binding the terms and conditions of this agreement was not breached.

**NB: SPECIAL CONDITIONS APPLY FOR PUBLIC HOLIDAYS AND THE DAY PRIOR TO A HOLIDAY. AN ADDITIONAL SIX HUNDRED DOLLARS (\$600.00) IS CHARGED.**

### **WEDDINGS**

The wedding package sum of **FOUR THOUSAND DOLLARS (\$4000.00)** must be paid off on or before (2) weeks prior to event. The customer/s are allowed to decorate the night before the event **provided** that the venue is available. **All** items belonging to the client should be removed by our close off time of 2.00 a.m. Also all items belonging to the customer kept at this venue before, during and after the event is **not** the Complex's responsibility.

### **OTHER EVENTS:**

Rental for Dinners, Birthday Parties, Christenings, Anniversaries, Reunions etc is in the sum of **TWENTY EIGHT HUNDRED DOLLARS (\$2,800.00)** and the same terms and conditions apply as stipulated above. **ALL OUTSTANDING AMOUNTS MUST BE PAID OFF TWO WEEKS PRIOR TO THE EVENT.**

### **CLEANING:**

This is included in the rental package. Customers are required to provide their own Jumbo garbage bags, toilet paper and liquid soaps. These items are to be submitted to our office on or before the last working day prior to

