

WARRENVILLE REGIONAL COMPLEX

LP. 27 WARREN MUNROE ROAD,
WARRENVILLE.
TEL/FAX: 693-0928

AGREEMENT FOR RENTAL OF PREMISES

RENTAL OF COMPLEX

*A refundable down-payment of **FIVE HUNDRED DOLLARS (\$500.00)** must be paid in advance as to secure the availability of the premises on the requested day. 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 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.***

NB: SPECIAL CONDITIONS APPLY FOR PUBLIC HOLIDAYS AND THE DAY PRIOR TO A HOLIDAY. AN ADDITIONAL SIXTEEN HUNDRED DOLLARS (\$1600.00) IS CHARGED.

WEDDINGS / WEDDINGS RECEPTIONS/ENGAGEMENTS PACKAGE

For up to 250 persons

*The wedding package sum of **SEVEN THOUSAND FIVE HUNDRED (\$7500.00)** must be paid off on or before (2) weeks prior to event. The customer/s is 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.*

For up to 500 persons

*The wedding package sum of **EIGHT THOUSAND (\$8000.00)** must be paid off on or before (2) weeks prior to event. The customer/s is 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.*

CONFERENCE ROOM RENTAL:

For up to 50 persons

*Rental for Dinners, Birthday Parties, Christenings, and Anniversaries etc is in the sum of **TWO THOUSAND DOLLARS (\$2,000.00)** provided that Fifty (50) guest list is **NOT EXCEEDED.** 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, paper towels and liquid soaps. These items are to be submitted to our office on or before the last working day prior to the event. **Failure to comply will result in these costs being deducted from your security deposit.**

Please tick(✓) if applicable

ORCHESTRA Additional cost of **ONE THOUSAND DOLLARS (\$1000.00)**

- **Use of the kitchen to store drinks and foodstuff is permitted but not the stove.**

RENTAL OF COMPLEX:

If you agree to the above terms and conditions, please indicate below by signing this contract.

Source of Information:

Name:.....

Surname

First Name

Address:.....

Contacts(H)..... (W).....(C).....

Type of Events.....

Date of Event:.....

Email:.....Tent Co. & Contact:(if any)

DATE	AMT PD.	BALANCE	ADMIN	SIGNATURE

I.....of.....

hereby accept the responsibility for safe keeping of the premises and property and all fittings and fixtures {No nails, tape, glue etc on walls} of the Warrenville Regional Complex for the event reserved. I also agreed to pay for any damage/s incurred during my occupation of the building.

Administration

Contracted party

Date

Amount of persons expected: Please ✓

Under 250 **250-500**