



WOLO RENTAL AGREEMENT

RENTER INFORMATION			
Name	First:	Last:	
Phone Number	Home:	Mobile:	
Email			
Address	Apt:	Street:	City: Postal Code:

RENTAL INFORMATION			
Requested Date			
Rental Time	___ 12:30 pm - 3:30 pm OR ___ 4:00 pm - 7:00 pm *includes setup & clean up		
Type of Event			
Est. Number of Guests	Children:	Adult:	Total:

RENTAL SPACE (<u>Payment is due in full in order to book the rental</u>)			
Security Deposit			\$300
"L-Shaped" space for 3 hours rental			\$375
Space booking - minimum 2 hours (includes clean up and set up time) and \$300 security deposit required			
"L-Shaped" Space	50-70 guests	\$125 / hour	\$
Kitchen	Up to 40 guests	\$75 / hour	\$
Dance Studio	10-20 guests	\$40 / hour	\$
Activity Space	10-20 guests	\$40 / hour	\$
Party Add On *optional	Please see "add on options" on page 2		\$
			5% GST
			\$
			TOTAL DUE
			\$



PAYMENT (full payment required to hold reservation)	
<input type="checkbox"/> Cash	Date of payment:
<input type="checkbox"/> Debit	Payment taken by:
<input type="checkbox"/> Credit Card Type:	

ADD ON OPTIONS:

The add-on activity will take place during the set rental time. Add on price listed below includes up to 12 children with the exception of "The Works" package which is up to 15 children. Please contact us to inquire price for additional children.

<input type="checkbox"/> Dance Package (+ \$100)	<input type="checkbox"/> Music & Movement Package (+ \$125)	<input type="checkbox"/> Toy-Activity Package (+ \$125)
<ul style="list-style-type: none"> • 1 activity host • 45 minutes of dance + 15 minute performance 	<ul style="list-style-type: none"> • 1 activity host • 1 hour of music & movement activity 	<ul style="list-style-type: none"> • 1 activity host • 1 hour of led art activity (supplies included)

<input type="checkbox"/> The Works (+ \$300)	<input type="checkbox"/> Build my own Package (+ \$150 - \$250)
<ul style="list-style-type: none"> • 1 activity host • 2 hours total of balloon twisting, face painting and access to a bouncy castle (for toddlers up to 6 years of age) 	<ul style="list-style-type: none"> • 1 activity host <input type="checkbox"/> Balloon twisting - \$125/hour x _____ hour <input type="checkbox"/> Face painting - \$100/hour x _____ hour <input type="checkbox"/> Bouncy castle - \$75/hour x _____ hour <p>*** Minimum 2 hours booking in total***</p>



RENTAL POLICIES AND PROCEDURES

All renters and their guest must comply with the following rental policies and procedures at Wonder Of Learning Organization (WOLO).

Please read the rental policies and procedures and initial at the bottom of each page (1-5). Payment is due in full in order to book the rental.

Space at WOLO is both flexible and functional for all kinds of events!

WOLO RENTALS:

The renter will have access to the space he/she rented by the arranged rental start time. It is the renter's responsibility to make sure all guests at the rental are kept away from the staircases and the mezzanine at all times. The renter is liable for all guests he/she invites to the party.

There will be at least 1 WOLO staff on site to assist with any questions and go over the rental checklist. Please note that WOLO might have other services and programs happening in the other spaces at the centre at the same time of the rental.

RENTAL AVAILABILITY:

Rentals are available on Saturdays and Sundays from: 12:30 pm - 3:30pm or 4:00 pm - 7:00 pm. For weekday rentals, please inquire through admin@wonderoflearning.ca

The times noted above includes **setup time and clean up time**. Please do not show up any earlier or stay later than the allotted time frame. It is the renter's responsibility to make sure the rental checklist is complete by the end of rental and have the rental space return to how it was found. WOLO holds to right to charge extra if the rental does not end on time.

→ Rental breakdown example for 12:30 pm - 3:30 pm

12:30 pm - renter can start setting up for rental

1:00 pm - 3:00 pm - renter decides what to do during the 2 hours

3:30 pm - renter to have all clean up complete, guests no longer in the building



LATE FEE:

Birthday party rentals cannot exceed the allotted time which includes the clean up at the end or else a late fee of \$25 per half an hour will be applied.

DEPOSIT AND RENTAL COST:

The cost of rental including the damage deposit is required at the time of booking. Reservation is not confirmed until the "Total Due" is paid in full. Deposit and rental cost can be paid in person via Cash, Debit, or Credit Card.

CANCELLATIONS AND REFUNDS:

Full refunds will be issued within 24 hours of payment. After 24 hours, the renter will be able to get 50% refund if written notice is provided at least 4 weeks before the rental date. There will be no refund available if less than 4 weeks written notice is provided before the rental date.

Refunds will be returned back to the original method of payment with the exception of cash.

SETUP AND CLEANUP:

The renter is responsible for the setup and cleanup of the rental space. The renter will be responsible for making sure any furnitures and equipments that were used or moved for the party is returned to its original place and is not damaged.

All party decorations and supplies to put up the decorations are provided by the renter. Only painter's tape or poster tape is allowed to be used to put up decoration. The renter may decorate the floors, walls and ceiling of the rental space, provided the decorations do not mark or damage surfaces (counters, mirrors, windows etc) or existing postings. The renter must remove all decorations and painter's tape or poster tape they have installed at the end of rental.

WOLO will supply garbage bags to the renter. It is the renter's responsibility to decide what gets thrown away and what is being kept. The building has limited space available for garbage disposal. Anything big that the renter brings into the facility can not be dispose at the premises. The renter must use the garbage and recycle bins to sort things that are to be thrown away. Brooms, mops, cleaning clothes as well as cleaning liquids are available for the renter to use



All garbage bins in the rental area must be emptied at the end of the rental. The renter is responsible for taking the recyclables and garbage to the appropriate bins at the back of the building. The staff on site will be able to provide the renter the key to access the area.

WOLO holds the right to charge any additional fees if the rental space is not cleaned and restored to its original condition by the end of the rental time or if there are any damages to the furnitures or equipments. WOLO will contact the host to notify the outstanding charges. The balance must be paid before any further rentals.

The host is liable for any damage to the centre caused by his/her guests.

FOOD/DRINKS:

Food and drinks are supplied by the renter. Liquor may not be served at any function at the centre without a special occasion liquor license which must be prominently displayed during the rental. If you plan on serving liquor at your rental, you must let WOLO know least 48 hours before the booking. Food and drinks are not allowed on the carpet.

KITCHEN:

The renter can use the fridge in the kitchen to store food and drinks for the rental. Food and drinks can not be stored in the fridge before the allotted set up time. Any food or drinks that were not consumed during the rental, must be removed from the kitchen and fridge by the host at the end of the rental. WOLO will throw away any food item left in the kitchen area after the booking time. The renter can use the stove and oven to heat up food. There is also a microwave available to be used.

MUSIC:

The renter is welcome to bring in a music device (iphone or ipod) to plug into our music system.



PARKING:

The renter and the guests are welcome to park at WOLO's parking lot located at the back of the building. There are limited spots available and are on a first come first serve basis. There are also free street parking located at the front of the centre.

PETS AND ANIMALS:

Pets and/or animals are not allowed in the building with the exception of Guide and Service dogs. Please notify staff if this applies at the time of the booking or at least 48 hours before so that appropriate arrangements can be made.

ACKNOWLEDGEMENT:

By signing below, you as the renter, acknowledge that you have read and understood *the above conditions and also understand that extra charges that may incur if either my guests or myself do not adhere to the above conditions.*

Signature of Renter: _____

Date: _____

Staff: _____