



All renters and their guest must comply with all of the following policies and procedures in the WOLO Rental Agreement. The policies, procedures, and agreement may be amended by WOLO's sole discretion. The renter has the option of purchasing insurance separately (from an external source) for the rental.

The renter and their guest will have access to the space that is being rented during the arranged time. It is the renter's responsibility to make sure all their guests are kept away from the staircases and the second floor at all times.

There will be at least 1 WOLO staff on site during the rental to go over the rental checklist and to answer any questions. Please note that there may be other services or programs happening in other spaces of the centre during the time of the rental.

RENTAL

Payment must be paid in **FULL** to secure the rental. If the rental goes beyond the scheduled rental time the renter will automatically be charged an additional \$25 per half hour. In addition, a \$300 refundable damage deposit is required.

Rentals are available on Saturdays and Sundays from: 12:30 pm - 3:30pm or 4:00 pm - 7:00 pm. For rentals outside those time frames, 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 the right to charge extra if the rental does not end on time.

PAYMENT

Deposit and rental cost can be paid by credit card over the phone or by debit/credit cash in person.

CANCELLATION

Full refunds will be issued on cancellations made at least 4 weeks before the rental date. There will be no refunds issued if less than 4 weeks notice is provided. All cancellations must be provided in writing. Refunds will be returned back to the original method of payment with the exception of cash. Payments made in cash will be refunded by cheque.

SETUP AND CLEANUP

The renter is responsible for the setup and the clean up of the rental space. The rental time booked includes set up and clean up time. Please do not show up any earlier or stay later than the booked time. The renter must ensure everything is completed on the rental checklist by the end of the rental and have the space returned to how it was found.

Any furniture and equipment that were used or moved during the time of the rental must be returned to its original place and is not damaged. The renter must use table cloth on all surfaces where food and drinks will be placed. This also includes the tables being used to serve food and eating tables.

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 decorations on any surfaces at WOLO. **Any damages caused by the decorations or guests can result in damage deposit not fully returned.** All decorations must be removed at the end of the rental.

WOLO will supply garbage bags to the renter. The building has limited space available for garbage disposal. Anything big that the renter brings into the facility can not be disposed 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 and recycling bins in the rental area must be emptied at the end of the rental. The renter is responsible for gathering all the garbage and recyclables and place them by the back entrance.

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.

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 at least 48 hours before the booking.

Please note food or 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.

PARKING

The renter and 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.