

**OAKVILLE COMMUNITY CENTRE RENTAL APPLICATION/CONTRACT Updated APRIL 2026**

LESSOR: Oakville Community Club Inc (shown as OCC henceforth)

LOCATION: 625 – 3<sup>rd</sup> AVENUE Oakville MB R0H 0Y0      MAIL: PO Box 344 Oakville MB R0H 0Y0

EMAIL: [oakvillembcomcentreinquiries@outlook.com](mailto:oakvillembcomcentreinquiries@outlook.com)

**RENTER (shown as LESSEE henceforth) INFO**

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Are you 18 years or older? No \_\_\_\_ Yes \_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

**START Date of Event:** \_\_\_\_\_ Time \_\_\_\_\_ **END Date of Event** \_\_\_\_\_ Time \_\_\_\_\_

**Lessee Arrival/Decorating Time (before event start) dependent upon event type and availability.**

Estimated # of guests \_\_\_\_\_ (banquet room max 270) Will liquor be served? No \_\_\_\_ Yes \_\_\_\_

**RENTAL FEES BY ROOM REQUESTED**

**\$ AMOUNT**

Banquet Room \$75 X \_\_\_\_ hours or Daily max \$300 X \_\_\_\_ days \$ \_\_\_\_\_

Boardroom \$50 X \_\_\_\_ hours or Daily max \$100 X \_\_\_\_ days \$ \_\_\_\_\_

Kitchen Daily flat rate \$150 X \_\_\_\_ days \$ \_\_\_\_\_

**RENTAL FEES BY EVENT or GROUP (INCLUDES ALL 3 ROOMS FOR PRICE LISTED)**

Funeral/Memorial (**NO Entandem or damage deposit fees**) \$300 \$ \_\_\_\_\_

Wedding (**access DAY BEFORE by noon or earlier if possible**) \$800 \$ \_\_\_\_\_

Social (**access DAY OF by noon or earlier if possible**) \$700 \$ \_\_\_\_\_

Combo (social & wedding) \$1300 \$ \_\_\_\_\_  
(Social \$700 but wedding cost reduced to \$600 if booked at same time)

Events of organizations with a director on the OCC Board \$150 X \_\_\_\_ days \$ \_\_\_\_\_

Events of Youth groups recognized by OCC \$150 x \_\_\_\_ days \$ \_\_\_\_\_

**BASE RENTAL RATE: SUBTOTAL A** \$

**\*\* ALL RATES INCLUDE TABLE/CHAIR SETUP and AUDIO/VIDEO EQUIPMENT \*\***

◆◆ **Damage Deposit to be calculated at top of page 2.** ◆◆

**DAMAGE DEPOSIT REQUIRED FOR RENTALS..(50% of Subtotal A from page 1)....\$ \_\_\_\_\_**

Amount will be returned in full, part, or not at all, dependent upon whether facility has sustained damage/loss (including keys and/or fob) resulting from actions of lessee and/or any guests of lessee, and whether clean-up conditions as outlined below are met.

♦ INITIAL here to indicate DAMAGE DEPOSIT info read and agree \_\_\_\_\_

**SERVICE FEES**

Please WRITE TBD (to be determined) in the blanks below if you are uncertain whether you will need the following services OR \$0 if you aren't using.

**ENTANDEM FEES – SOCAN & RE:SOUND..... \$ \_\_\_\_\_**

Canadian music copyright fees based on the capacity of the venue. Only funerals, memorial and religious services, as well as music from a COMMERCIAL radio broadcast (fees already paid), are exempt from payment.

If your event includes music (aside from above mentioned exemptions), please choose a payment option from the chart below. Add it to the subtotal line on right side of page. If there will not be music at your event, just add \$0.

WITHOUT DANCE	FEES	\$45.02	OR	WITH DANCE	FEES	\$90.12
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**CORKAGE (Bartending Fees) if required ... \$ \_\_\_\_\_**

\$5 per person, with a minimum of \$250, with use of the OCC's bartending subcommittee. Price includes ALL guests, whether they drink alcohol or not. Cost covers mix (Coke, Diet Coke, Sprite, orange and clamato juice), ice and plastic cups. **NO corkage fee if lessee brings in their own bartenders who are certified through <https://smartchoicesmb.ca>, as well as their own mix, cups & ice.** ♦♦Bartenders must have proof of certification on them at bar in accordance with Manitoba Liquor and Lotteries.

Payment of corkage is due 30 days prior to event. If you are unsure of the number attending, **estimate** and your bill will be adjusted up or down when final corkage fee is determined at the closing of the bar. **Number of guests x \$5.00**

**TABLECLOTHS..... \$ \_\_\_\_\_**

We have a limited number in black or white for round and rectangular tables. There is a fee for use. **Ask the booking agent for details.**  
**NOTE: round tables require tablecloths as they are a plywood top, but you can also rent cloths from elsewhere.**

**STAGE (total prices from list below)..... \$ \_\_\_\_\_**

Largest size is 12 ft x 20 ft. PRICES INCLUDE SET-UP, black skirting around base, choice of 16 or 24 inch risers, stairs, and accessibility ramp if needed.

12 ft x 12 ft or less \$250/event \$ \_\_\_\_\_

Over 12 ft x 12 ft \$400/event \$ \_\_\_\_\_

Pipe & Drapery Backdrop \$150/event \$ \_\_\_\_\_

**TOTAL (Write in box above across from "RENTAL OF STAGE" \$ \_\_\_\_\_**

**TOTAL: Damage deposit, Entandem, Corkage, Tablecloths, Stage SUBTOTAL B \$**

## SECURITY

**Mandatory at all SOCIALS. Hired by Lessee.** Minimum requirements: 2 guards. **Security will be booked by the Lessee.** Proof of engaging a certified security company or personnel who carry appropriate insurance must be provided **by the Lessee** for approval 2 weeks prior to rental date.

Any individual caught fighting, creating a disturbance, causing mischief or damage or engaging in acts that contradict the requirements regarding liquor and/or illegal drugs or substances as stated in the regulations below will be removed from the premises and subject to being barred from the facility in the future.

### FACILITY CLASSIFICATIONS:

- ◆ **NON-SMOKING** ◆ **smoking may only occur outside and 8 meters from any door** ◆ **A metal can has been provided outside for ALL nicotine product refuse, including GUM. Make sure your guests DON'T LITTER the parking lot, or paved and grassed areas. A percentage of the damage deposit**
- ◆ **ACCESSIBLE** (If you adjust the settings on the accessibility/power-operated door, CHECK to make sure the buttons still work after you are done.)
- ◆ **PET-FREE WITH THE EXCEPTION OF SERVICE ANIMALS** (“individually trained by an organization or person specializing in service dog training to perform a task to assist a person with a disability with a need related to their disability.” - section 1(1) of the Accessible Transportation for Persons with Disabilities Regulations.)
- ◆ **CERTIFIED GREEN BUILDING** As such, the thermostats are not to be touched. Rooms self-regulate to warm/cool as needed. In kitchen, activating exhaust system cools kitchen when stoves on.

◆ **INITIAL** here to indicate **SECURITY & CLASSIFICATIONS** read and agreed \_\_\_\_\_

### RENTAL TERMS AND CONDITIONS

1. **RESPONSIBILITY** – Lessee is to be familiar with and abide by the guidelines contained in this agreement. The Lessee accepts responsibility for and agrees to pay for the replacement or repair costs of any and all damages that may occur due to their actions or the actions of persons attending their function, for the duration of the rental period.
2. **NO FLAME USE FOR DECORATING.** ◆◆ **CANDLES MUST BE BATTERY-OPERATED** ◆◆
3. **NO CONFETTI OF ANY TYPE.**
4. **MINORS** Persons under the age of 18 years shall not be allowed to consume alcohol at social functions. Minors attending the event must be identified (stamp or wristband on adults for example).
5. **OCCASIONAL PERMIT** Required for all events where alcohol is being consumed. This permit must be obtained by the Lessee and provided to bar staff and posted during the event. It is the responsibility of the Lessee to be familiar with and abide by the LGCA (Liquor, Gaming and Cannabis Authority of Manitoba) rules and regulations. Closure of the event by liquor inspectors will not result in refund of any rental fees. To obtain a permit, go to [www.lgcamb.ca/liquor/social-occasion-liquor-permits/](http://www.lgcamb.ca/liquor/social-occasion-liquor-permits/)
6. **LIQUOR** Alcohol will not be allowed in the building until the date listed on the Occasional Permit. Lessees may choose to hire their own bartending (must be certified) or use the Oakville Community Club's bartending subcommittee. (See “Corkage” above.) No alcohol may be served prior to bar opening time or after bar closure time specified on the permit.

Alcohol must be removed from the tables within 60 minutes of the termination hour and guests must vacate the premises at this time.

Alcoholic beverages must be poured into plastic cups; Beer must be in cans and opened at the bar. No alcohol may leave the building until the event is over.

No alcohol may be consumed outside the building.

All events will be subject to inspection by liquor officials as well as by members of the RCMP.

Any food requirements are the responsibility of the Lessee and are not part of this contract.

- **Liquor may be brought onsite the day of the event only.**
- **All remaining alcohol and the Occasional permit must be removed immediately following the event.**

7. **SECURITY** Mandatory at all **Socials** and as outlined above.

8. **HEALTH REGULATIONS** All Lessees of buildings or property of the OCC must comply with current Manitoba Health Orders. All Lessees are responsible to be aware of current protocol and regulations as they pertain to their event. If applicable, all events that must obtain approval to proceed from the local or provincial Health Protection office must show proof of approval a minimum of ten days prior to the event start. If applicable, any permits required for an event must be forwarded to the OCC a minimum of ten days prior to the event start.

9. **DAMAGES & LIABILITY** The Lessee accepts responsibility for all damages (includes extra clean-up of floors or walls), destruction or theft of property and injuries that may occur while using the facility as well as any damages that occur to the Oakville Community Centre premises by those attending the event. All damages or losses will be billed to the Lessee. Public Liability and Property Damage Insurance is recommended in the amount of \$2 million prior to the event taking place.

Check out "products" in header at <https://www.palcanada.com>

Or find more information on reasons why people get wedding and event insurance at <https://winnipeginsurancebrokers.com/article/wedding-insurance/>

10. **DECORATING** Except for weddings, to take place the day of the event; other arrangements may be possible depending upon building availability.

Pins/tacks/tape must only be placed on the decoration surface on the wall (**felt banner wrapping around the walls in the banquet room & foyer**). Helium balloons must be secured.

All decorations must be removed immediately after the event.

11. **KITCHEN** The Lessee is ultimately responsible for general clean-up of the kitchen area and the proper care of all equipment within the kitchen area, regardless of whether they hire a caterer (Lessee will be billed for damages, not caterer.) Additional charge may be added for missing/damaged articles.

## 12. **CLEAN-UP**

- Mop up spills when they occur. (Floors do NOT need to be swept or washed.)
- Wash down tables (and chairs as needed). Pails, soap and cloths in kitchen.
- Restore Kitchen to its original state. LEAVE USED LINENS ON COUNTER. CHECK STOVE CONTROL KNOBS ARE OFF.
- Tie up bags of garbage. Full ones removed from cans can be set in hall near janitorial room or taken to bin out back. **Check to make sure not leaking – double bag if so.**
- Check for plugged toilets or taps left running. Turn off water valves if necessary in case of plugging.
- Ensure ALL outside doors are locked and **LATCHED** before leaving.

Noncompliance will result in a **clean-up fee that will be deducted from the damage deposit.**

Amount will be on a case-by-case basis determined by the amount of work required to return the facility to the state/condition it was before rental.

◆ **INITIAL here to indicate TERMS AND CONDITIONS info read and agreed**

**PAYMENT is either option 1 or option 2 below (Further charges may be triggered by services added later.)**

TOTAL RENT (from page 1 **SUBTOTAL A**) \$ \_\_\_\_\_

**1. If SUBTOTAL A is OVER \$300, 25% DEPOSIT of this total is needed at booking to hold date.**

Calculate 25% deposit: **SUBTOTAL A** ÷ 4 = \$ \_\_\_\_\_

Calculate **REMAINING TOTAL fees due 30 DAYS PRIOR TO EVENT:** **SUBTOTAL A** \$ \_\_\_\_\_

Subtract 25% \$ \_\_\_\_\_

Remaining RENTAL fees \$ \_\_\_\_\_

Add SERVICES (from page 2 **SUBTOTAL B**) \$ \_\_\_\_\_

TOTAL remaining fees \$ \_\_\_\_\_

**2. If SUBTOTAL A is \$300 OR LESS, entire payment is DUE AT BOOKING to hold the date.**

**CALCULATE TOTAL EVENT FEES BY ADDING:** **SUBTOTAL A** \$ \_\_\_\_\_

**+** **SUBTOTAL B** \$ \_\_\_\_\_

**= TOTAL** \$ \_\_\_\_\_

◆NOTE deposits to hold bookings are not refundable.

**Cheques:** payable to Oakville Community Club

**Etransfer:** [oakvillecommunityclub@gmail.com](mailto:oakvillecommunityclub@gmail.com) (do not use the outlook.com account for payment)

### **LIABILITY STATEMENT**

By signing this Rental Application and Agreement, the Lessee agrees to assume the responsibility and legal liability for the above described event, and to abide by all the Conditions, Rules and Regulations printed on the Application/Contract. Additionally, the lessee agrees to indemnify, defend and hold harmless Oakville Community Club Inc from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use of the premises. The Lessee has also reviewed and agreed to all regulations where so initialed.

\_\_\_\_\_  
Signature of Applicant/Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of OCC representative

\_\_\_\_\_  
Date