



**Markham Federation of Filipino Canadians Centre**  
**1151 Denison St., Units 7/8/9, Markham, Ontario L3R 3Y4**

**FACILITY RENTAL (HOURLY USE) AGREEMENT**  
**FOR THE USE OF MFFC CENTRE**

<b>Full Name of Renter</b>		
<b>Address of Renter</b>		
<b>Contact Information of Renter</b>	Daytime Phone No. _____	Evening Phone No. _____
	Cell Phone No. _____	Email _____
<b>Date and Times of Rental</b>		
<b>Organization/Group (if applicable)</b>		
<b>Address (if different from above)</b>		
<b>Event/Program/Activities</b>		
<b>Date of Rental</b>		
<b>Times of Rental</b>	Start Time: _____	End Time: _____

**Rental Fee:**

- Hourly rate:
    - **\$60.00/hour (minimum of 4 hours)** for the exclusive use of MFFC Centre
    - **\$45.00/hour/room (minimum of 2 hours)** max. of **40 guests** per room
  - Plus, Facility Security Deposit: **\$150.00 (refundable post-event inspection)**
  - Upon approval, a non-refundable full payment is required to guarantee the facility rental
  - Payment accepted via Cheque or E-Transfer to [mffccorg@gmail.com](mailto:mffccorg@gmail.com)
- ☐ I have read and, if approved to rent the MFFC Centre for the date and times indicated above, agree to adhere to the policy governing the use of the facility as outlined in the “Contract Terms and Conditions” and contained therein will be observed.
- ☐ I have read and signed the “Release and Indemnification” on page 3 of this agreement

Applicant Signature: _____	Date: _____
For: _____ Organization/Group (if applicable)	

Reservation is hereby confirmed for the exclusive use of the space as indicated above.	
Signed by MFFC: _____	Date: _____



**Markham Federation of Filipino Canadians Centre**  
**1151 Denison St., Units 7/8/9, Markham, Ontario L3R 3Y4**

**CONTRACT TERMS AND CONDITIONS**

1. Full Payment and Facility Security deposit due upon approval of contract to guarantee the facility rental. We do not hold the facility rental, if no payment is received within 48 hours of approval. If full payment is not received, the booking will be cancelled automatically.
2. **No refund on cancellation. Rebooking is permitted (subject to facility availability).**
3. This contract is valid only on the date(s) specified above.
4. NSF amount of \$100.00 will be charged to the renter for cheques returned by the bank.
5. MFFC Release and Indemnification form must be signed along with this contract.
6. Access or use of MFFC facility should only be in the designated time slot of the applicant/user. The center must be vacated as soon as the requested time indicated above has expired.
7. If using beyond the designated time, renter must inform the MFFC management, and appropriate charges may be applied.
8. Key(s) issued to renter should be returned to MFFC management or to designated key return box upon termination of contract. Renter will be charged \$100.00 for unreturned keys.
9. Enough adults must supervise youth events/activities.
10. Smoking & gambling is prohibited inside the premises. MFFC has no liquor permit for the premises. A Special Occasion Permit is required when serving alcohol.
11. Vandalizing and/or taping of anything to walls, ceiling and artworks are not permitted. Nail holes in the walls are prohibited. The individual, group or organization renting the facility is responsible for the set-up, supervision of activities during the event and clean-up at the end of the event. The facility must be returned to the same clean, damage-free condition as it was when it was made available.
12. Damages or problems at the center must be reported to the MFFC management as soon as possible or before the start of the event. Any damage or missing equipment after use of the facility may be charged to the renter post-event inspection by MFFC representative.
13. A refundable security deposit of \$150.00 must be submitted along with the full rental payment. This amount shall be returned to the renter provided that the post-event inspection report indicates that no damages to the property were caused and that the facility was left in clean condition after the event.
  - For the deposit to be returned, the following items are to be inspected:
    - ✓ Kitchen: Fridge, oven, microwave, counter, sink and floor
    - ✓ Washrooms: Toilet bowl and sink are clog-free; and no spills, flooding on the floor
    - ✓ Common and Hall Area: Floors must be broom swept and mopped, no damage on walls and ceilings
    - ✓ Furnitures: All tables and chairs used must be properly stacked and organized at the designated storage
    - ✓ Garbage Bins: These should be emptied and deposited in the appropriate garbage bin outside the building
  - If any of the above is not reasonably acceptable upon inspection, the renter's facility security deposit will not be refunded to the renter and will be applied towards the clean-up costs
15. Renters not adhering to the above terms and conditions may not be allowed to rent the facilities again, subject to the discretion of the MFFC board.
16. **Warning:** Security Camera in use in this facility. Images are recorded for Crime Prevention and Public Safety use only. It is not shared with anybody or on any media platform other than the police or local authorities if there is a criminal investigation.

**MARKHAM FEDERATION OF FILIPINO CANADIANS**  
**RELEASE AND INDEMNIFICATION FORM**



**Markham Federation of Filipino Canadians Centre**  
**1151 Denison St., Units 7/8/9, Markham, Ontario L3R 3Y4**

Read before Signing:

**IN CONSIDERATION OF BEING PERMITTED TO USE THE MFFC CENTRE, OR JOIN PROGRAMS AND ACTIVITIES PROVIDED BY/AT THE MFFC, I/WE AGREE TO THE FOLLOWING:**

The facilities offered by the MFFC Centre are available to provide beneficial exercise and enjoyment. I/We understand that the facilities of the Centre must be used in a proper manner in order to minimize the risk of injury. This may be achieved through thoughtful and cautious use of the premises.

In consideration of my group, organization or myself being permitted to use the MFFC Centre, or join in activities or programs, I/we/ourselves/myself/our/my heirs, executors, administrators, successors and assignors, do hereby release and forever discharge, waive and save harmless, protect and keep indemnified Markham Federation of Filipino Canadians, and all of their officers, board members, members, representatives from and against any and all causes of actions, claims, complaints costs, expenses and demands in respect of death, injury loss or damage to members of my group, organization or their property, or my person or property, and/or bodily injury, personal injury or property damage resulting from any actual, threatened or alleged abuse, misconduct of sexual nature, molestation, harassment or any other form of psychological, emotional or mental abuse however caused arising out of my/our being permitted to attend at or in any way take part, prior to, during, or subsequent to activities held at the MFFC Centre as a guest or participant.

I/We understand that the use of the facility is at my/our own risk, and if I /we have any medical restrictions or questions regarding my/our ability to use the facility or participate in any activities, it is my/our responsibility to consult with my/our family physician.

(If applicable) On behalf of my organization/group, I acknowledge that I have read and accept the Release and Indemnification and that my group members are made aware of this and that I am of the age of majority.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_

Organization/Group (*if applicable*)

Witness:

Signed by MFFC: _____	Date: _____
-----------------------	-------------