



Kitchen – Front End Kitchen – Back End Boardroom Equipment

Before completing your rental application, please ensure you have read and understand the Rental Guidelines for the venue.

Name: _____

Company/ Organization name: _____

Telephone #: (bus) _____ (cell) _____

Email address: _____

Address: _____

Purpose of rental: _____

Rental date(s): _____ One time Ongoing

Rental hours: (start time) _____ (end time): _____

Date damage deposit received: _____ DD payment method: _____

Additional notes: _____

By signing this Rental Agreement, I (the renter) agree to its terms, as well as those outlined in the "Kitchen and/or Meeting Room Rental Guidelines". I understand that if I do not follow these terms, my damage deposit may be forfeited and additional charges may apply.

Renter's Signature: _____ Date: _____

CGC's Signature: _____ Date: _____

For office use only:

Rental rate: _____ Invoice No: _____

Date issued: _____ Payment received (date/method): _____

Damage Deposit/ Key Returned (date): _____ CGC initial: _____