

Eatdrinklaugh | KITCHEN RENTAL APPLICATION

Please scan and email completed application form to vince@eatdrinklaugh.ca
Or fax to 416 287 6852

CONTACT INFORMATION

Business/Contact Name: _____

Primary Contact Phone: _____

Primary Contact Email Address: _____

Primary Contact Mailing Address: _____

Fax number: _____

Website: _____

CONTRACT INFORMATION

Please choose type of rental use:

Function/Private event Corporate Meeting

Catering prep Canning

Cooking class Fundraiser

Other (please describe) _____

Date/Dates Required: _____

Number of Hours required (please provide time window): _____

Storage Requirements: _____

Number of attendees: _____

Event Time: Start _____ Finish _____

Frequency Requested: One time use Weekly Monthly Other

Do you plan to sell food or any other product? Yes No

Will you have or do you require a Disc Jockey? Yes No

Will admission be charged for your event? Yes No

Do you plan to serve or sell alcohol? Yes No

SECURITY INFORMATION

Driver's License Number and Expiry Date: _____

Please provide a photocopy (front and back) of a valid driver's license

REFERENCES:

Name: _____ Phone: _____ Relationship: _____

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EXPERIENCE

At Eatdrinklaugh, we want you to have a positive experience. If they apply to you and your rental purpose, please answer the questions below so that we may help you to achieve this.

What experience do you have working in a kitchen? _____

How long have you been in business? _____

Do you have any special needs? _____

Is there anything else you would like to let us know? _____

How did you hear about us? _____

KITCHEN AND PRICING INFORMATION

The EDL kitchen is available for rent for a variety of purposes. All pricing is subject to each individual's rental requirements. Once your application is reviewed, pricing will be provided. It may be a flat fee, hourly, or a combination of both, depending on your rental needs. Payments can be made online, by electronic email transfer or in cash if arrangements are made. All fees are subject to HST. The Eatdrinklaugh Kitchen is NOT a certified peanut/gluten free facility. Equipment and tools in the kitchen may have been in contact with peanuts and/or gluten products.

CONDITIONS OF AGREEMENT

- EDL has the right to refuse any application should we find that the event/purpose of rental does not meet our criteria.
- A 50% non refundable deposit is required at time of booking
- Applicants must be members of authority in the organization seeking accommodation
- Once approved, the permit is not transferrable, and/or cannot be assigned.
- The applicant shall be responsible for the conduct and supervision of all persons admitted to the facility
- EDL will not be responsible for personal injury or damage or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
- The exit must be kept free of obstruction in case of fire
- The applicant must pay all damages arising from the use of the property
- A damage security deposit of \$200.00 will be charged for all rentals, to be refunded at a later date, if no damage, or excessive maintenance costs are incurred as a result of facility rental. It is expected that the condition of the facility is returned as it is found.
- Games of chance, lottery, or gambling in any forms, contrary to law is strictly forbidden
- It shall be the responsibility of the applicant to see that all persons admitted to the facility, have vacated the premises at the agreed time
- If liquor of any type is to be served, sold, or available at the function, the applicant must obtain all necessary permits and licenses. A copy of the permit must be posted on the wall during the function. It is also the responsibility of the applicant that a monitor or server possess a server intervention program certificate. More information is available at www.smartserve.org
- Cancellations are subject to a \$40.00 administration fee
- All cancellations must be received in writing 30 days prior to the function
- Fees are due in full 5 days prior to actual event date
- Contract is not valid unless it is signed and dated by the person booking the facility.

FACILITY RULES AND REGULATIONS

- Facility must be vacated by 2 AM, ensuring that all decorations, and function supplies have been removed.
- Smoking of any type is not permitted anywhere in the facility.
- Caterers, bartenders, disc jockeys, entertainers, liquor licenses, etc, are the renter's responsibility
- Keys for the facility will be located at the back of the building in a lock box, and must be returned at the end of the function. Lost keys will be subject to replacement lock and key fees
- Renters will receive their own alarm code at time of rental. It is the responsibility of the renter to arm the system upon leaving the facility. Failure to do so could result in the forfeit of the security deposit.
- Decorating is the sole responsibility of the renter. Staples, nails, and glue are not permitted. Helium balloons must be securely anchored
- Set up times for your event are as per permit.
- All garbage must be bagged, and placed at back of building in front of lockbox.
- Tables and chairs must be put neatly away in assigned area/s
- Renters must supply their own mix and ice

Signature _____

Date _____

FOR OFFICE USE ONLY

Approved by:

Rental Fee:

Notes: