

## Common Room Rental Application & Fee Guidelines

*These fees are only a guide. Each CHU or building may adapt these fees, if the Tenant Council and staff agree to the changes.*

What Kind of Event?	Fee	Damage Deposit
<p><b>Open to all tenants</b> (people who are not tenants may attend)</p> <p><b>TCHC Business</b></p> <p><b>Tenant Council/Tenant Group Executive meetings</b></p>	<p><b>\$0</b></p>	<p><b>\$0</b></p>
<p><b>Private Tenant Use</b> (not open to all tenants)</p> <ul style="list-style-type: none"> <li>• <b>children's events</b> (must finish by 6:00 p.m.)</li> <li>• <b>adult events</b> (must finish by 11:00 p.m.)</li> </ul>	<p><b>\$25</b></p> <p><b>\$75</b></p>	<p><b>\$50</b></p> <p><b>\$75</b></p>
<ul style="list-style-type: none"> <li>• <b>weddings or receptions</b> (must finish by 11:00 p.m.)</li> </ul>	<p><b>\$300</b></p>	<p><b>\$300</b></p>
<p><b>Private event for people who are not tenants</b></p> <ul style="list-style-type: none"> <li>• <b>children's events</b> (must finish by 6:00 p.m.)</li> <li>• <b>adult events</b> (must finish by 11:00 p.m.)</li> </ul>	<p><b>\$50</b></p> <p><b>\$150</b></p>	<p><b>\$75</b></p> <p><b>\$200</b></p>
<p><b>Non-profit, religious or political groups</b></p>	<p><b>discretionary</b></p>	<p><b>discretionary</b></p>
<p><b>For-profit groups</b> (eg. filming movies, selling clothing, equipment)</p> <p><b>Fundraising for personal profit</b> (eg. selling crafts, Tupperware, garage sales)</p>	<p><b>negotiable</b></p>	<p><b>negotiable</b></p>



## Application to Use Common Space

Who is in charge of the event? \_\_\_\_\_

Name of Building \_\_\_\_\_

Tenant/Group Name \_\_\_\_\_

Your address \_\_\_\_\_

Phone number \_\_\_\_\_ Where else can staff call you? \_\_\_\_\_

E-mail: \_\_\_\_\_

**Where** do you want to hold the event? \_\_\_\_\_

Which **space** would you like to use? \_\_\_\_\_

What **date** is your event? \_\_\_\_\_

What time will the event **start**? \_\_\_\_\_ When will it **end**? \_\_\_\_\_

**Describe** event \_\_\_\_\_

\_\_\_\_\_ How many people will be at the event? \_\_\_\_\_

**Who** can attend? (Please check one)

- All tenants  Only some tenants  
 Only people who are invited  Open to tenant and community

Will you be **servicing** liquor?  Yes  No Will you be **selling liquor**?  Yes  No

Do you **charge** people money for this event? For example, admission, membership fees, donations.  Yes  No

If yes, please tell us more: \_\_\_\_\_

Are you **selling** anything  Yes  No

If yes, please tell us more \_\_\_\_\_

\_\_\_\_\_ If you are booking the space for a group, what **kind of group** is it? Check as many as apply.

- Tenant  Non-Profit  For Profit  Religious  Political

Does your group get financial grants?  Yes  No

Who gives grants to your group? \_\_\_\_\_

What is the group's **purpose**? \_\_\_\_\_

I have read the Terms of Agreement. I agree to follow TCHC rules. I know that if I break any of the rules, this contract will be cancelled.

\_\_\_\_\_  
Authorized TCHC staff

\_\_\_\_\_  
Person in charge of the event

\_\_\_\_\_  
Date

### **For Staff use**

Was the application approved?  Yes  No

Does the applicant have insurance?

They are covered by TCHC

I have seen the proof of insurance

Initial \_\_\_\_\_

Fees and Application sent

Initial \_\_\_\_\_

Did the applicant pay?

Fee to rent the space      Amount: \$ \_\_\_\_\_      Initial \_\_\_\_\_

Damage Deposit      Amount: \$ \_\_\_\_\_      Initial \_\_\_\_\_

Was the damage deposit returned to the renter?

Date returned \_\_\_\_\_      Initial \_\_\_\_\_