# GABRIOLA COMMONS RENTAL AGREEMENT

**Please complete this form, enclose in an envelope with your rental fee, and insert in the front door lock box.**

Date and time of rental _____

Event _____

Organization _____

Phone _____ Email _____

Mailing address _____

Rental fee amount _____ I need a receipt _____

**Please make cheques payable to "Gabriola Commons Foundation". Cash in paper money only – no coins.**

**Gabriola Commons is run solely by volunteers. Thank you for leaving the space clean and tidy.**

Return chairs and tables to the marked storage room.

Lock all doors and windows.

Sweep any areas you have used.

If you use the heating, turn the thermostat to zero.

Wash dishes and leave the kitchen clean and tidy.

Please let us know of any problems.

**I agree to these responsibilities as a renter. Signed** _____

**Rental fees are used to help defray costs for upkeep, repairs, utilities.**

| | |
|---|---|
| Big Room: | $15/hr or $90/day |
| Planning Room: | $10/hr or $60/day |
| Conversation Room: | $10/hr or $60/day |
| Kitchen: | $5 flat fee with rental of another room |

**Cancellations:** If you need to cancel, notify Commons Bookings asap to free the space for others.

**Rent is expected from all users. (Exemptions may be granted on a case-by-case basis.)**

**Signed (renter)** _____ **Signed (Commons)** _____

**Contact: bookings@gabriolacommons.ca** **(Revised Aug 2024)**