

RENTAL POLICY

For the purpose of this agreement the “Renter” shall be designated on behalf of the individual, group, or organization renting the facilities and/or equipment; and “Deep Roots” is the operating name for 150 Ontario Rd.

1. Deep Roots will be responsible to see that the facilities and equipment, as outlined in the booking, are ready and waiting for use by the Renter. Set-up and clean-up is the responsibility of the Renter.
2. No items are to be attached to the walls or ceilings. (i.e. no tape, no sticky notes)
3. The Renter must ensure that the facility is completely vacated by agreed time slot.
4. The Noise By-Law for the Town of Mitchell must be followed, including without limitations, generally avoiding noise or vibration which is likely to disturb the quiet of the inhabitants in the occupied collective spaces for the prohibited period 11:00 p.m. one day to 07:00 a.m. next day (09:00 a.m. Sundays).
5. Any individuals, groups or organizations renting Deep Roots and using Deep Roots equipment and furnishings will be held responsible for any and all loss or damage that occurs.
6. The Renter is responsible for ensuring all equipment they have used is clean at the conclusion of their rental. This includes tables and chairs, and the kitchenette appliances, and any other items used as well as surfaces such as sinks and countertops. All cutlery, dinner and serving ware must be cleaned and left on island. Cleaning supplies are available for the renter to use in the case of spills during the event located in porch beside the kitchen. Extra cleaning will be charged to the renter at a rate of \$50 per hour.
7. Bookings are non-refundable but can be transferred to another available date (with comparable booking rate) if the request is made at least one month in advance of the booking date.
8. Deep Roots will not be responsible for any lost, stolen, or damaged items.
9. All exit doors and fire routes must be kept free, clear, and accessible. Use of candles is restricted.
10. The Renter agrees to indemnify and save harmless Deep Roots from any and all claims, actions, damages, and costs that may result.
11. Deep Roots shall incur no liability to the Renter for failure to perform, any of the covenants or conditions contained herein if such failure is due to strikes, act of nature, or any other cause due to or beyond the control of Deep Roots.
12. There is no smoking in the building as per the Smoke Free Ontario Act, and no smoking on the property within 6 meters of any door or window.

FOR LICENSED EVENTS

13. For licensed events, the Renter shall obtain the necessary Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO). A copy of the permit will be posted at or near the bar location. The Renter will provide Riverwalk Commons with a copy of their SOP at least two weeks before their event.
14. The Renter is responsible for ensuring that all requirements of the Liquor License Act are followed.
15. The Renter is responsible for all applicable fees over and above Deep Roots rental fees required for the event (including without limitations, AGCO, insurance, lottery, etc.).
16. The Renter shall provide for all events requiring a SOP, a policy of Third-Party Alcohol Liability Insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death, and damage to property naming the “2798672 Ontario Limited, operating as Deep Roots” as an additional insured. On all General Liability or Third-Party Alcohol Liability Insurance Certificates the following shall be added: “150 Ontario Rd., operating as Deep Roots is hereby named as additional insured but only in respect of and for the duration of the services to be performed under this agreement” and shall contain a cross liability clause endorsement.
17. It is the responsibility of the Renter to ensure that the posted occupancy levels are not exceeded. In accordance with AGCO Private Event regulations, a guest list must be kept and maintained at the door with no access granted to those not on the list. For Public Events, the Renter must track occupancy to ensure the limit is not exceeded.
18. The Renter acknowledges they can be held liable for injuries and/or damage arising from failing to adhere to the Liquor License Act of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring.
19. The Renter understands that Police, AGCO Liquor Inspectors, Fire Inspector, and Deep Roots staff may enter the facility at any time unannounced.
20. Renter acknowledges the privacy of existing space renters and will adhere to signage and instructions to rooms and storage marked accordingly.

ROOM RENTAL

- **Deep Roots Collective rental space includes up to 6 hours between the hours of 9:00am - 5:00pm.**
- Room Rental Fee \$150 + HST.
- Kitchen and Bar use available for add on use \$50 + HST.
- \$50 Deposit required upon booking, remainder 48 hrs before allotted rental date to kemmersondesigns@gmail.com.
- Large Room Rental Capacity 25, added reception area additional 25 (50 max capacity).
- Set-up and clean-up provided by renter.
- Rental fee includes admission for up to 20 people at one time.
- Event Details need to be in written request with complete details including: Date, time, duration, event details with request for seating arrangement needs and any special requests.
- Additional Options available upon requests and charge.
- Premises must remain in condition it was obtained.
- Bookings are non-refundable but can be rescheduled to another free date if requested at least 30 days prior to the booking. Please read the rental policy before booking.
- Deposit made is confirmation rental booking and rental policy is agreed upon.