

SCHEDULE 'A'

Rental Terms

A) **Facility:**

1. The premises must be in the condition that it was rented in. At the end of the rental period, the Rentee will conduct an inspection of the facility noting the condition of the premises utilizing the checklist below. The Rentee will promptly notify Akoma Holdings of any damage, or of any situation that may significantly interfere with the normal use of the Centre or to any furnishings supplied by Akoma.
2. The Rentee must use items (i.e. masking or painters tape) that will not remove the paint or cause damage to the premises when posting pictures or decorations. Damage incurred will result in a loss of monies from the damage deposit.
3. Garbage must be disposed of in the appropriate containers. The required bags will be provided for the Rentee to dispose of in a timely, tidy, proper and sanitary manner. All bags are to be gathered and placed by service entrance in kitchen for removal by Akoma staff.
4. The Rentee will not assign this rental agreement, or sublet or grant any concession or licence to use the Property or any part of the Property. Any assignment, subletting, concession, or licence, whether by operation of law or otherwise, will be void and will terminate the rental agreement.
5. The Rentee will not make (or allow to be made) any noise or nuisance which, in the reasonable opinion of Akoma Holdings, disturbs the comfort or convenience of other renters/tenants.
6. For evening events, the Rentee is to ensure the building lights are turned off and entrance/exit doors are locked upon departure.
7. The Rentee is to ensure that all water taps (kitchen and bathrooms) are turned off before exiting the building.
8. The Rentee will not engage in any illegal trade or activity on or about the Property.

9. The Rentee agrees that no signs will be placed on or about the Property by the Rentee without the prior, express, and written consent of Akoma Holdings.
10. The hallways, passages and stairs of the Centre are to be used for no purpose other than going to and from the Centre and the Rentee will not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and other areas.
11. Rentees are to remove their personal belongings after their rental. If items are left at the facility, Akoma Holdings is not responsible for items that go missing.

B) **Smoking:**

1. The Tenant agrees and acknowledges that the Bauld Centre has been designated as a **smoke-free environment**. The Rentee, guests or visitors of the Rentee are not to smoke inside the building. Smoking is to be at least 15 feet from the entrance/exit doors. All materials used for smoking in this area, including cigarette butts and matches, are to be extinguished and disposed of in the appropriate containers.

C) **Financial:**

1. The Tenant will be charged an additional amount of \$25.00 for each **N.S.F. cheques** or cheques returned by the Tenant's financial institution.
2. Any **damage** will be deducted from the security deposit. Damages in excess of the security deposit will be billed to the Rentee.

D) **Permits/Insurance:**

1. The Rentee is hereby advised and understands that the Rentee is **not insured** by Akoma Holdings for either damage or loss, and Akoma Holdings assumes no liability for any such loss.
2. The Rentee must obtain the necessary permits for the use of alcohol on the premises for their event. A copy of the **alcohol permit** must be provided to Akoma Holdings and posted for all to see.
3. In addition to the alcohol permit, the Rentee may be required to provide Akoma Holdings with a copy of **insurance coverage** for their event if either or both are required. The required forms must be turned into the office prior to the event.

For any matters relating to your rental, please contact:

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Bauld Centre Rental Checklist

NOTE: Centre must be returned to its original condition.

	Area
1	Kitchen tidy & surfaces clean
2	Appliances clean
3	Major debris off floors
4	Doors and windows closed
5	No holes in walls
6	No tape on walls or ceiling
7	Tables & chairs put away
8	Garbage containers emptied if required
9	Lights and baseboard heaters turned off