



OTTAWA ROWING CLUB

Boathouse rental fact sheet - 2014

Capacity

- The boathouse accommodates approximately 125 people for a reception. The space will comfortably seat about 100 for a sit down meal.
- The boathouse has no heating so is generally rented from early to mid-May through until the end of September.

Facilities

- The club has 12 round tables that will seat 8 people per table that are included as part of the facility rental cost. Chairs are not included and need to be rented by those who rent the boathouse.
- Glassware, china, cutlery, linens etc., must be rented by those renting the boathouse.
- The club will put a renter in contact with a tent supplier should the renter want to have a tent on the grass outside the boathouse. The club also has plastic tables and chairs that can be placed on the grass. They can be set up by the club for a fee.
- There is a serving kitchen but no facilities for cooking on site so events must be catered. The club has a list of caterers who have been used frequently by previous renters of the boathouse for weddings and other occasions and who are familiar with the boathouse facilities and operations.
- The club has a gas barbecue that can be rented for occasions.

Alcohol and liquor licensing

- Those renting the facility will be required to obtain a special occasion permit from the LLBO (the club can advise on how to do that) at an approximate cost of \$25 if alcohol is free and \$75 if it is being sold.
- Those renting the facility are also responsible for purchasing and transporting alcohol to be used at the event to and from the boathouse.

- Those renting the facility must use the bartender provided by the club at a cost of \$20 per hour.

Insurance

- Those renting the facility must have insurance which is available online at a cost of \$125. Details for doing this are available from the club in the time before using the facility.

Access to facilities

- Under most circumstances access to the facility is available from the evening before the event for decorating, moving in rented equipment etc. Renters are expected to have cleared all of their goods and rental equipment out of the facility by noon the day after the event.
- The club reserves the right to charge a clean-up fee if the boathouse is not left in a similar condition of cleanliness to match that when the renters obtained initial access to the building.

To book the boathouse

Complete the attached booking form/contract, sign and return it with a cheque as a deposit amounting to 50% of the rental cost made out to Ottawa Rowing Club. (We will invoice you for the balance due after your event.)

Mail the form and cheque to:

**Ottawa Rowing Club
Box 1457 Station B
Ottawa, Ontario
K1P 5P9**

A signed copy of the form/contract will be returned by mail to confirm the booking.

December 10, 2011

2011 Bookings after November 15, 2013

- All day - 8:00 am to 1:00 am with access the night before for decorating - \$1300 + 13% HST
- Half day - Morning (7:00 am-1:00 pm) or Afternoon (11:30 am-5:00 pm) - \$650 + 13% HST
- Evening - 6:00 pm - 10:00 pm - \$400 + 13% HST
- Club bartender - \$20 per hour
- Second bartender \$15 per hour
- Use of club barbecue - \$50
- Ice - \$12 per bag
- Data proector and screen - \$50 per event



OTTAWA ROWING CLUB

CONTRACT FOR TEMPORARY RENTAL OF THE OTTAWA ROWING CLUB BOATHOUSE

This Contract is between:

Ottawa Rowing Club (henceforth known as ORC)

And

(henceforth known as Renters)

For the temporary rental of the Ottawa Rowing Club Boathouse for a limited specified period as follows:

Event Date:

Time: _____ until _____ (also access the day prior for decorating if not rented)

Rental Fee: _____ plus HST

It is understood and agreed to by both parties that they will abide by the following terms of this Contract:

1. The Ottawa Rowing Club Boathouse facility will be used by **Renter** and his/her guests exclusively for the date and the period of time as specified above for the basic rental fee cost as specified. It is understood that the guests of the **Renter** will be restricted to the ORC Boathouse and that the **Renter's** guests will not have access to the boathouse storage facilities. Renters will also have use of the grounds directly in front of the old Boathouse and terrace area.
2. It is understood that by entering into this Contract with the **ORC** the **Renter** will assume total financial responsibility for any damage caused by either themselves or any of his/her guests to the ORC Boathouse or any of the property belonging to the **ORC** or to the member's property stored on site.
3. The Ottawa Rowing Club Boathouse Rental Contract includes access to the washroom facilities located in the upstairs Boathouse only.
4. The **Renter** will supply, at their own cost such supplies as linens, dishes, cutlery, tables, chairs, etc. The ORC supply 12 round wooden tables each seating eight as well as when

requested white resin tables and chairs which can be set up on the front lawn of the Boathouse and/or used for a wedding ceremony.

5. The ORC will provide one person as a bartender for your event at a price of \$20.00/hr. Events with more than 50 guests require a second bartender at \$15/hour. All cash bar events must be staffed with two bartenders. All bartenders serving at the Ottawa Rowing Club Boathouse are certified in the Smart Serve program.

6. The **Renter** will be responsible for obtaining, at his/her own expense, a L.C.B.O. Special Occasion Permit allowing for the consumption of alcoholic beverages by his/her guests. (2009 rate - \$25.00 for open bar - \$75.00 for cash bar) Please note that this permit should be ordered by the **Renter** at least 30 days prior to the function.

7. The **Renter** is responsible for having the ORC Boathouse (including upstairs washrooms) and surrounding area cleaned and emptied by noon following the event. The grounds and dumpster should be left in the same condition as they were when the **Renter** took over the facility.

8. The **Renter** and/or any of his guests will not hold the members of the **ORC** nor the **ORC** Executive responsible for any damage or injury caused to them or to any of their property as a result of renting the ORC Boathouse. The **Renter** shall provide **ORC** with a letter from their insurance company stating that they have obtained an Event Insurance Policy.

9. A deposit of \$5000 will make this agreement binding on all parties, balance owing on upon receipt of invoice.

10. If the Ottawa Rowing Club Boathouse is not rented the day prior to their function, the **Renter** will be permitted to decorate and have rentals delivered on that date.

The Terms and Conditions as described above are accepted and agreed to by:

Name:

Date: _____

Home Phone Number:
E-mail address:
Mailing Address:

Work Phone Number:
Cell Phone Number:

_____ Date:

Christopher Waddell

Vice-President Administration
Ottawa Rowing Club
Cell Phone: 613-850-2313
E-mail address: vp.admin@ottawarowingclub.com