

RENTAL PROCEDURE: Rental requests at the NNMCC are welcomed up to one year in advance.

AVAILABILITY: Facility rentals are available during the NNMCC hours of operation as listed on our website. Rentals work closely with the centre programming and run in conjunction with our community operations. Pricing includes space rental, security, staffing and some custodial services. Prices are quoted in and accepted in Canadian funds only, and do not include applicable taxes.

STEPS TO FOLLOW

1. **Rental Request** – please fill out one of our online request form
 - a. Weddings - <http://centre.nikkeiplace.org/wedding-inquiry-form/>
 - b. Birthday parties - <http://centre.nikkeiplace.org/birthday-inquiry-form/>
 - c. All other inquiries - <http://centre.nikkeiplace.org/rental-inquiry-form/>

To assist you, we need to know:

- The nature/type of event (e.g. Meeting, AGM, Wedding, an event created by you etc.)
- The number of people you are expecting
- Are you having a catered event
- The date(s) you are requesting
- Any special equipment needs
- Early bookings or after hour booking requests

Once we have received your request, it is reviewed by the NNMCC rental staff to ensure that your event does not conflict with existing programs, that the space you have requested is available and that our onsite resources meet your needs.

2. Booking Confirmation, Security/Damage Deposit

Once space availability is confirmed, a Security/Damage Deposit and a signed booking agreement is required to secure your booking. Security/Damage Deposits can range from \$100 - \$1500 depending on the space booked. Payment can be made by Visa, Mastercard, Cheque, Debit Card or Cash. We often have multiple requests for the same date so if there is no deposit on file for a tentative date, you risk losing your booking. This deposit is 100% refundable if you cancel 30 days prior to your event and forfeited if cancelled within 30 days of your event, unless otherwise approved by management.

3. Event Requirements

Once your full requirements have been received, a Rentals Manager or Coordinator will meet with you to discuss the details of your event and determine staff and equipment needs. You are responsible to provide all relevant technical information for your event, including room layout, scheduling, equipment needs, special requests, etc., no later than 30 days prior to the event set up. We cannot guarantee changes made after this time.

4. Your Cost Estimate

You will receive an estimate of your costs for review. This will include a breakdown of total estimated costs of your event including room rates, labour costs, equipment if applicable, cleaning fees, and any other additional charges. Any adjustments resulting in additional costs or savings will be reflected in the final invoice. Once your deposit has been received and processed your booking with us is considered a confirmed booking.

5. Rental Agreement/Payment Schedule

A signed agreement and full payment of the estimated costs in addition to the damage deposit must be received no later than 3 weeks prior to the event set-up start date. If these funds are not received the NNMCC reserves the right to cancel the booking and any obligations, implied or in writing, that have been made. Payment may be made through Visa, Mastercard, cheque, debit card or cash (up to \$500 for cash. Amounts above that must be made on a valid credit card or by cheque).

6. Event Follow-up

You will receive a final invoice within 30 days after your event. Final costs for space and services provided will be based on actual expenses incurred through the course of the event and payable upon receipt of the invoice. Any monies owing to the Renter will be paid out by the NNMCC within 30 days of event completion.

CANCELLATIONS

Deposits are fully refunded if the NNMCC is notified within 30 days prior to the event date. Events booked for 3 calendar days or longer require 60 days notice of cancellation or date changes.

Security/Damage Deposits are forfeited for events cancelled or changed within 30 days of the event date but any paid estimated expenses will be fully refunded.

Events cancelled or significantly changed less than 72 hours prior to event start date will be liable for all estimated costs.

Costs for any damages or additional expenses will be deducted from the damage deposit. If said costs exceed the damage deposit, the outstanding balance will be billed on your final invoice and payable immediately.

In case of discrepancies between the Rental Procedures listed herein and the bookings contract, the bookings contract shall prevail.

VEHICLES ON NNMCC GROUNDS

Delivery vehicle access to NNMCC's Grounds is strictly controlled. Please note that there is no parking permitted on the Grounds, and vehicles must remain on marked paths. Any expenses resulting from damage done to NNMCC's Grounds by event-associated vehicles will be charged to the Licensee.

PARKING

Up to 80 parking stalls are available for free underground (entrance is off of Southoaks Crescent). The parkade gate is closed to entry from 9pm – 9:30am during which time it is only accessible from inside the building. Cars can exit after 9pm but cannot re-enter until 9:30am (Tuesday through Sunday). Free street parking is available along Beresford behind the building.

LOADING ACCESS/DELIVERIES

Delivery and pick-up times must be pre-arranged with NNMCC staff. Loading area is accessed from Southoaks Crescent. We share the area with Bob Nimi Nikkei Home and Hi Genki restaurant, so access is not always available. There is one block in-between the Westside of Nikkei Home and the Westside of the NNMCC where no parking is allowed other than for emergency vehicles. Please be forewarned that towing companies keep strict watch on that small strip of street.

ACCESSIBILITY

The NNMCC is a fully accessible facility. An elevator provides access from the underground parking to the ground and 2nd floors.

SMOKING RESTRICTIONS

The NNMCC, surrounding garden, and neighbouring Nikkei Home are non-smoking. There is a fine of between \$250 - \$2000 for contravention of non-smoking by-laws.

NOISE

NNMCC is situated very close to homes and residences, and must be respectful of the people in them. DJs and bands are asked to not use a sub-woofer or dedicated bass speaker for their music service. Music level will be monitored with professional equipment during your event, and noise complaints will result in the cessation of amplified sound for the duration of your event.

In accordance with the municipal noise bylaws, the Renter will not permit noise levels generated by the Event to exceed 55 decibels up to 10:00 PM and 45 decibels thereafter.

GARBAGE

Garbage and recyclables produced by the event must be removed from the Grounds and building by the event organizer or caterer, and a plan for this must be made in advance of the rental period. If trash, food waste, or recyclable containers are left on the Grounds or in NNMCC's buildings, extra custodial charges will be incurred and will be charged to the Licensee's damage deposit.