



**CONTRACT FOR USE OF THE MFFC CENTRE  
(PARTY RENTAL &/OR GROUP RENTAL FOR SPECIAL EVENTS)**

(Located at 1151 Denison St. Units 7, 8 and 9, Markham, Ontario)  
Managed and operated by the Markham Federation of Filipino Canadians

Date of Request \_\_\_\_\_

Requested by \_\_\_\_\_

Program/Activities/event \_\_\_\_\_

Address \_\_\_\_\_ Tel No. (Day) \_\_\_\_\_  
\_\_\_\_\_ Tel No. (evening) \_\_\_\_\_  
\_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_

Organization/group (if applicable) \_\_\_\_\_

Address (if different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rental fee**

**Flat rate: \$550.00 (Combined Hall)**

**Security Deposit: \$100.00 (Cash/Cheque)**

Date (Start) \_\_\_\_\_ Day & Time: \_\_\_\_\_  
(End) \_\_\_\_\_ Day & Time: \_\_\_\_\_

It is understood and agreed between the applicant and the MFFC Board, that the applicant has read the contract terms & conditions and policy governing the use of the MFFC Centre and that the rules contained therein will be observed and that I have signed the Release and Indemnification form.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

For: \_\_\_\_\_  
(Organization/group if applicable)

**Reservation is hereby confirmed of the space required as indicated above.**

Date: \_\_\_\_\_ Approved for MFFC Centre: \_\_\_\_\_  
Signature



## **CONTRACT TERMS AND CONDITIONS**

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1. **Rental fee & security deposit are due upon signing of contract.**
  2. **Cancellation fee applies for cancelled booking once contract is signed.** (60) days before event \$25.00 Admin. Fee; (30) days prior to event – (\$275 + Admin fee) (15) days prior to event – Full rental (\$550.00)
  3. This contract is valid only on the date/s specified.
  4. NSF charges will be charged to the renter for NSF cheques returned by the bank for rental fees. **(\$45.00).**
  5. **MFFC Release and Indemnification form must be signed along with this contract.**
  6. **Access or use of MFFC facility should only be on the designated time slot of the applicant/user. Main entrance is Unit 9 door and unit 8 door should be locked at all times and used for emergency only. If using beyond designated time, user must inform the MFFC management or facility coordinator and appropriate charges will be applied. (905-601-4174 or 905-475-2531 or mffccenterbooking@gmail.com)**
  7. Key/s issued to user should be returned to MFFC management upon termination of contract. User will be charged for unreturned security keys (\$75.00)
  8. Sufficient number of adults must supervise youth event/activities.
  9. Smoking, gambling is prohibited inside the premises. No Beer, wine or spirits maybe dispensed or consumed in the premises. MFFC has no liquor permit for the premises.
  10. Federal, provincial, municipal by-laws and fire regulations must be observed at all times.
  11. The individual, group or organization renting the facility is responsible for the supervision of activities, set-up and clean up of the center after its use. **If the facility is not cleaned up, the renter's security deposit will be applied towards the clean up and will not be returned.**
  12. Damages or problems at the center should be reported to the MFFC management or Program/Facility coordinator before start of program. Any damages or missing equipment after use of facility will be charged to the renter after inspection by MFFC personnel. (Art Canseco 905-601-4174 or Alicia Chiu 905-475-2531 or **mffccenterbooking@gmail.com**)
  13. The center must be vacated as soon as the requested time indicated above has expired.
  14. **Warning:** Security Camera in use in this facility. Images are recorded for the Crime Prevention and Public Safety use only. It is not shared with anybody or on any media platform other than the Police or Local Authority in charge of criminal investigation.
  15. The use of the MFFC Center is limited to the most current Covid-19 and or Province of Ontario Health & Safety guidelines for indoor gathering restrictions.
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## MARKHAM FEDERATION OF FILIPINO CANADIANS RELEASE AND INDEMNIFICATION FORM

(For members, program participants, volunteers, instructors or users of the MFFC Centre located at  
1151 Denison St, Units 7&8 and 9, Markham, Ontario)

### Read before Signing:

### **IN CONSIDERATION OF BEING PERMITTED TO USE THE MFFC CENTRE, OR JOIN PROGRAMS AND ACTIVITIES PROVIDED BY/AT THE MFFC, I /WE AGREE TO THE FOLLOWING:**

The facilities offered by the MFFC Centre are available in order to provide beneficial exercise and enjoyment. I/We understand that the facilities of the Centre must be used in a proper manner in order to minimize the risk of injury. This may be achieved through thoughtful and cautious use of the premises.

In consideration of my group, organization or myself being permitted to use the MFFC Centre, or join in activities or programs, I/we/ourselves/myself/our/my heirs, executors, administrators, successors and assignors, do hereby release and forever discharge, waive and save harmless, protect and keep indemnified Markham Federation of Filipino Canadians, and all of their officers, board members, members, representatives from and against any and all causes of actions, claims, complaints costs, expenses and demands in respect of death, injury loss or damage to members of my group, organization or their property, or my person or property, and/or bodily injury, personal injury or property damage resulting from any actual, threatened or alleged abuse, misconduct of sexual nature, molestation, harassment or any other form of psychological, emotional or mental abuse however caused arising out of my/our being permitted to attend at or in any way take part, prior to, during, or subsequent to activities held at the MFFC Centre as a guest or participant.

I/We understand that the use of the facility is at my/our own risk, and if I /we have any medical restrictions or questions regarding my/our ability to use the facility or participate in any activities, it is my/our responsibility to consult with my/our family physician.

(If applicable) On behalf of my organization/group, I acknowledge that I have read and accept the Release and Indemnification and that my group members are made aware of this and that I am of the age of majority.

Name \_\_\_\_\_ For \_\_\_\_\_  
(please print) (if applicable, group/organization/minor)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(MFFC Board of Director)

Date: \_\_\_\_\_



**MARKHAM FEDERATION OF FILIPINO CANADIANS**  
**1151 Denison St. Units 7-9, Markham ON L3R-3Y4**  
**Tel: 905 305-1320      Fax: 905 508-1155**

## **SECURITY DEPOSIT RETURN FORM**

DATE OF REQUEST: \_\_\_\_\_

SECURITY DEPOSIT AMOUNT: \$ \_\_\_\_\_

AMOUNT OF SECURITY DEPOSIT RETURNED:

☐ – FULL AMOUNT : \_\_\_\_\_

☐ – OTHER AMOUNT : \_\_\_\_\_

Reason:

☐ – DAMAGE TO FACILITY

☐ – UNRETURNED KEY

☐ – FACILITY NOT CLEANED UP

☐ – OTHER: \_\_\_\_\_

I, \_\_\_\_\_, have received the security deposit indicated above and accept fully without any further claim against the MFFC Organization in the future.

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Released by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(MFFC Board Member)