

PARC Auditorium Rental – Terms & Conditions

Thank you for your interest in renting PARC’s auditorium at 1499 Queen Street West, on the 2nd floor. Please read these terms before your booking.

Booking and Approval

- All rentals are subject to availability and PARC approval
- A rental request is not a confirmed booking. Written confirmation will be provided
- PARC may decline bookings that don’t align with its mission or values

Payment and Deposit

- A 50% deposit is required to confirm the booking and acts as a security deposit to cover any potential damages. Full payment is due 2 days prior to event.
- Payment can be sent via e-transfer at rent@parc.on.ca
- Additional charges apply if the auditorium is damaged or not left in acceptable condition and extensive cleaning is required.

Cancellation and Use of the Auditorium

- Cancellations 7+ days before event will receive a full refund
- Cancellations 3–6 days before will receive 50% of their deposit
- Cancellations less than 48 hrs are not eligible for a refund
- PARC may cancel or reschedule due to emergencies, in this case, fees paid will be refunded
- The space may only be used for the approved event
- Renters are responsible for the conduct of guests

Setup and Equipment

- Only approved equipment may be used.
- Decorations must not damage walls, floors, or ceilings.
- Renters must remove all personal items and decorations after the event.

Responsibilities, Damages and Cleaning

- Renters are responsible for any damage to the facility, furniture, or equipment beyond normal wear and tear during their rental period.
- Your security deposit of 50% may be used to cover the cost of repairs or replacement.
- Any costs exceeding the deposit will be invoiced to the renter and must be paid within 5 days.
- PARC is not responsible for personal belongings or equipment.

- The space must be left in the condition it was found with trash placed in designated bins.
- Extra cleaning fee of \$50 may apply if additional cleaning is needed.

By signing the form, you agree to the terms and conditions, indemnify PARC, its staff, and volunteers against claims arising from your use and abide by local laws and PARC policies.

Questions? Contact: bookings@parc.on.ca or 416-537-2262 ex 244

Signature

Type your name as signature *(required)*

Date *(required)*