WestEnd Commons

Room Rental Policies

- Terms & Conditions -

Cooperation	WestEnd Commons is committed to being a positive, safe and hospitable presence in our neighbourhood. We trust that you will respect our building and be respectful in your interactions with other building users and we will endeavor to accommodate your needs.
Comfort	The facility is a **NON-SMOKING** environment. People smoking must move away from entrances.
Safety	Fire extinguishers and pull stations are located throughout the building. Please review the posted fire plan for locations and exits.
Set up/ Tear down	Tables and chairs will be placed in the room(s) for you to do the final arrangement. Our staff will remove the tables and chairs after your event.
Cleaning	You are expected to leave the areas tidy. This includes clearing off the tables and chairs and collecting the garbage. Failure to do so will result in an extra cleaning cost of $100.
Damages	You accept responsibility for damages that incur and will be accountable for repair costs or insurance costs for major damage.
Security	Lock any rooms that you leave unattended for any period of time. WestEnd Commons accepts no responsibility for stolen, lost or damaged property left unattended.
Social Events	Alcoholic beverages may only be served under permit from the MLCC and the permit must be posted. Alcohol may only be served until 11 PM and the **LIQUOR PERMIT MUST STATE THIS TIME RESTRICTION**. Music and entertainment must end by 11 PM. . All food, beverages, products, displays etc. must be removed immediately after event ends. All garbage must be collected, bagged and placed in the bins outside the north McGee exit. All guests and organizers must be off the premises no later than 12 midnight.
Children	Children must be supervised at all times. They must be accompanied into the washrooms. Children are not to be left unattended in the kitchen at any time.
Deliveries	Deliveries may only be made the same day or 1 day early by prior arrangement. Unaccompanied deliveries will not be accepted on your behalf unless arranged in advance.
Force Majeure	If either the renter or WestEnd Commons is unable to perform duties in the agreement by reasons of catastrophic events, war or disaster, this agreement may be terminated by either party by written notice.