Phone 705-779-2992 Fax 705-779-2725



**The Corporation of t**

**he Township of Prince**

3042

 Second Line West,

Prince Township, Ontario P6A 6K4

*adminassist@princetwp.ca*

# HALL/PAVILION RENTAL AGREEMENT

*NOTE: Maximum Hall Capacity 124*

**Rental Pricing hst incl.**

**50% deposit + Damage Deposit due upon booking.**

**Payment must be paid in full 7 business days prior to event.**

 **Full Day Hall $250 Full Day Pavilion $500**

  **4 Hrs Hall $75 4 Hrs Pavilion $200**

 **Damage deposit $100*(paid separately)* Damage Deposit $200 *(paid separately)***

**Persons renting the facility agrees to the following:**

1. Person renting the hall must be over the age of nineteen years, is responsible for any damage to the building and will be invoiced for any amount that is over the damage/cleaning deposit and is also responsible for ensuring the building is secure when leaving, i.e., all doors and windows closed and locked.
2. To pay the cleaning/damage deposit. The deposit will be refunded if the facility, including the bar and kitchen, is left in a clean condition in the way it was found. This includes:
	* Set up/take down table and chairs.
	* Wipe tables and chairs down.
	* No use of tacks, nails, staples, or tape on the walls.
	* No use of confetti or rice etc.
	* Sweep floor.
	* Garbage to be removed and left in hallway at back door or placed in dumpster.
	* Lights shut off.
3. Music must cease at the expiry time of the permit and the venue must be cleared by 2:00 a.m. In the pavilion music must be kept at a reasonable level after 10:30 p.m.
4. The Township reserves the right to deny any future request to rent the facilities to any organization or person responsible for damage or a violation of the LLBO regulations.
5. Organizations, groups, and persons using this municipal property must do so at their own risk. Prince Township is not responsible for damages, theft, or accidents.
6. Glassware is only permitted for use during a meal and is to be removed from the tables once dinner has ended. Plastic cups will be used after dinner. Bottled beer is not permitted on the floor.
7. Smoking is prohibited on the Township property.
8. **No other rooms or areas of the building (library, EarlyON, museum, office space) are to be accessed during the time of rental**. In the event that any of these spaces are open during the time of the rental (for example, EarlyON), access will only be permitted if persons follow the Policy and Procedures of the corresponding space, in addition to following this rental agreement. Use of equipment and toys from the EarlyON will not be permitted outside of the EarlyON space

1. **Alcohol:**
2. To obtain a ***Special Occasion Permit*** if Liquor, wine, or beer are to be consumed and provide office with a copy of permit.
3. To purchase ***Alcohol Liability Insurance*** (5 MILLION DOLLARS) if alcohol is to be served and provide the office with a copy at least one week prior to event.
4. To have a person with ***Smart Serve*** behind the bar serving drinks if an alcohol permit has been obtained. Proof of Smart Serve Certification is to be provided to Township staff.



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1. To limit advertising to that which is approved by the LLBO.
2. To sell only the liquor, wine and beer acquired on the permit.
3. To meet all the conditions of the Special Occasion Permit.
4. To admit minors to a function when alcohol is being served**. Only if it is so stated on the permit. No minors may be served alcoholic beverages.**
5. Upon obtaining the above documentation, you can run your own bar and keep the proceeds (depending on type of permit) or serve no-charge. A copy of the insurance, smart serve certification, and alcohol permit must be provided to the Township office, not less than 14 calendar days prior to the date of the facility rental.



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# HALL/PAVILION RENTAL FORM:

## CONTACT:

Name of Renter/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## RENTAL:

Purpose of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility to be rented: Pavilion Banquet Hall

Length of rental: Full day Four Hours

Specify time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you intend to provide food who will be supplying the food (caterer or family)?

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

Do you intend to provide alcohol? **YES NO**

If yes, Special Events permit #\_\_\_\_\_\_\_\_\_\_ Alcohol Liability Insurance #\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES:**

***Payments can be made in the office via cash or cheque*.**

**\*All E-Transfers are to be sent to:** **treasurer@princetwp.ca** **Password to be used: Hall**

## Total Rental Fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total for rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_

Method of Payment: \_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_ Date Returned: \_\_\_\_\_\_

Signature of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_