

Althorpe Bolingbroke Community Hall
3166 Bolingbroke Road
Maberly, ON K0H2B0

RENTAL AGREEMENT

APPLICATION

Organization: _____

Contact Name: _____

Address: _____

Postal Code: _____ Phone: _____

Type/Purpose of Event: _____

Licensed

Non-Alcoholic

Date: _____

(specify whether this is a recurring event (i.e. every Thursday from Jan 1 to May 1))

Time: From: _____ To: _____ Total Number of Hours: _____
(include set-up and clean-up periods)

AGREEMENT

We have read the rules and regulations of the Althorpe-Bolingbroke Community Hall pertaining to the rental policy and we agree to observe them. Failure to comply with the rules and regulations will result in the forfeiture of the security deposit. We further agree to use the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Signature: _____ Date: _____

APPROVAL

Fee Paid: \$ _____ Security Deposit (\$50.00) Received

Date: _____ Signature: _____

(ABC Hall Representative)

Arrangements for opening and closing of the Hall are made at the time of booking.

CONTACTS

JOYCE FLEMING rayjoyce@rideau.net, (613) 273-4832

Alternate: MARGARET MILLER pmmiller@kingston.net, (613) 273-9244

POLICY AND PROCEDURES - HALL RENTALS

This policy comes into effect on September 1st, 2017, and may be changed by a majority vote of the Board of Directors of the Althorpe-Bolingbroke Community Association.

Rental Rates for the ABC HALL (Seated capacity 125)

	Rental Fee
Any function where special occasion permit is required (Note: Permit to be obtained by applicant)	\$150.00
Full Day Any continuous period between 4 ½ hr. and 9 hr.	\$100.00
Half Day Any continuous period of 4 ½ hours or less	\$ 50.00

In addition to the rental fee, users of the Hall may be required to provide a fifty dollar (\$50.00) security deposit which shall be held by the ABC Association until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.

Note: The ABC Association may require the applicant to carry Comprehensive General Liability Insurance in an amount not less than two million dollars (\$2,000,000). This insurance will be carried for the rental period and will have the ABC Club shown as an additional insured party to the policy.

RULES AND REGULATIONS

1. Early submission of Rental Agreement is encouraged to ensure the Hall is available.
2. When booking, the Lessee should ensure sufficient time for set-up and clean-up.
3. Twenty-four (24) hours notice of cancellation is required.
4. Contact persons shall be in attendance for the duration of the function.
5. No unauthorized alcohol shall be permitted in the Hall.
6. The consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the occasion permit must be displayed at the event.
7. The "Exit" signs shall be lit and exit doors shall remain unblocked at all times while the hall is in use. (Top right switch on switch panel.)
8. No exposed candles shall be used.
9. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the Hall is prohibited. An extra charge will be necessary for such use.
10. Kitchen facilities are available. If used, kitchen shall be left clean and tidy. All dishes, pans, coffee pots and appliances used shall be cleaned and returned.
11. If tables and chairs are used, the Lessee shall stack and return them to their original locations and all floor areas are to be swept clean.
12. The Lessee is responsible for the pick-up and removal of all garbage and recyclables from the Hall.
13. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Cellulose (Scotch) tape shall not be used to hang display material on the walls.
14. The ABC Association accepts no responsibility for any items left in the Hall.
15. Prior to leaving the building, the Lessee shall:
 - a. Turn off the lights and all running water
 - b. Reset the thermostat to 16 degrees C in winter (November to April) and 23 degrees C for air conditioner in summer (May to October)
 - c. Close and lock all doors to ensure the building is secure.
16. The ABC Association is not responsible for any or all claims arising from the use of the facility including personal injury, damage or loss of personal items or equipment of the Lessee or anyone attending on invitation of the lessee.