

Althorpe Bolingbroke Community Hall
3166 Bolingbroke Road
Maberly, ON K0H 2B0

RENTAL AGREEMENT APPLICATION

Organization: _____ Contact Name: _____

Email: _____ / _____

Home Phone: _____ Mobile: _____

Type/Purpose of Event: _____ BAR? YES ☐ NO ☐

DATE: _____ 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 (*see reverse*) 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

In addition to the rental fee, users of the Hall are required to provide a security deposit with completed rental application 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 Policy and Procedures (*on reverse*).

Fee Paid: \$ _____ (*Total from fees on reverse*) Security Deposit (\$250.00) Received ☐

Note: The ABC Association requires 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. (Renter's initials) _____

Date: _____ Signature: _____
(ABC Hall Representative)

Arrangements for opening and closing of the Hall are made at the time of booking. Lockbox number will be assigned after security deposit is received.

CONTACT

Samantha Hazen
rentals@abchall.ca



POLICY AND PROCEDURES - HALL RENTALS

Rental rates for the ABC HALL (maximum capacity 125)

Full day	any continuous period between 4 ½ hr. and 9 hr.	\$150.00
Half day	any continuous period of 4 ½ hours or less	\$ 75.00
Hourly rate	up to 4 hrs.	\$ 20.00

Additional Fees:

- Bar staffing cost \$100.00 _____ (up to 4.5 hrs)
 \$200.00 _____ (4.5 to 9 hrs) TOTAL \$ _____

Bar facilities are the responsibility of the Hall. All bar supplies are included in the Hall fee. All alcohol must be purchased at the Hall's bar. Bar prices are set by the Hall. All bar revenues will be retained by the Hall.

The ABC Hall is a licensed facility under the laws of the Alcohol and Gaming Commission of Ontario (AGCO). Renters agree to comply with the laws of the AGCO, whether the event is licensed or not. Renter's initials _____

Party Alcohol Liability (PAL) insurance is required for all events serving alcohol. The renter must arrange this coverage with their own insurance company and proof of such is to be provided to the ABCA prior to the event

****Police, Fire and AGCO Inspectors, upon identification, must be allowed on the premises at all time.****

Rules and Regulations

1. Early submission of rental agreement is encouraged to ensure the Hall is available.
2. When booking, the renter should ensure sufficient time for set-up and clean-up.
3. Fourteen days notice of cancellation is required.
4. Contact persons shall be in attendance for the duration of the function.
5. No exposed candles shall be used.
6. Renters are responsible for set-up and clean up within the rental times as set forth in this agreement. Supervision/cleanup for after rental agreement hours will be subject to a labor fee charged (against the damage deposit if applicable).
7. All dishes, pans, coffee pots and appliances used shall be cleaned and put away.
8. **Renters must remove all the garbage and decorations from the hall.** If tables and chairs are used, the renter shall stack and return them to their original locations and all floor areas are to be swept clean.
9. 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. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the Hall is prohibited.
10. **There will be a \$50.00 per hour charge if the hall is not left neat and tidy.**
11. The ABC Association accepts no responsibility for any items left in the Hall.
12. 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 renter or anyone attending on invitation of the renter.
13. Prior to leaving the building, the renter 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.
 - d. return key to lockbox.

Policies and Procedures have been reviewed

Renter

ABC Hall