

Mayor: Enzo Palumbo

Municipal Administrator: Andrew Nowlan

## **HALL/PAVILION RENTAL AGREEMENT**

*NOTE: Maximum Hall Capacity 124*

### **Rental Pricing hst incl.**

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

<b>Full Day Hall \$250</b>	<b>Full Day Pavilion \$500</b>
<b>4 Hrs Hall \$75</b>	<b>4 Hrs Pavilion \$200</b>
<b>Damage deposit \$100(paid separately)</b>	<b>Damage Deposit \$200 (paid separately)</b>

Persons renting the facility agree 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. To purchase Alcohol Liability Insurance (2 MILLION DOLLARS) if alcohol is to be served and provide the office with a copy at least one week prior to event.
4. To obtain a Special Occasion Permit if Liquor, wine, or beer are to be consumed and provide office with a copy of permit.
5. To limit advertising to that which is approved by the LLBO.
6. To sell only the liquor, wine and beer acquired on the permit.
7. To meet all the conditions of the Special Occasion Permit.
8. 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.
9. To have a person with Smart Serve behind the bar serving drinks if an alcohol permit has been obtained.
10. 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.
11. 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.
12. 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.
13. 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.
14. Smoking is prohibited on the Township property.

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If there is to be alcohol, you have three options.

1. You can purchase the insurance and get an alcohol permit on your own. You are allowed, then, to run your own bar and keep the proceeds. A copy of the insurance and alcohol permit must be provided to the Township. Your Bar Tenders must have their Smart Serve certificate. A copy of this must be provided to the office. A Special Occasion Permit (obtained from the LCBO) and a copy of the Certificate of Insurance (\$2,000.000) must be presented to the Prince Township office, not less than 14 calendar days prior to the date of the facility rental.
2. You can use our permit and insurance. We will provide the bartenders; we will purchase the alcohol and the recreation committee gets the proceeds from the bar. This must be a cash bar.
3. You can use our permit and insurance for \$100.00, purchase your own alcohol from us and keep any proceeds. However, you must use our bartenders at a rate of \$15.00/hour. You will need two or more, depending on your numbers and how long your event will be.



The Corporation of the Township of Prince
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Municipal Administrator: Andrew Nowlan

RENTAL FORM

CONTACT

Name of Renter/Group: Date:

Email 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 Half Day (specify time) to

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

If you intend to provide alcohol which option, are you choosing?

Option 1 Option 2 Option 3

If serving alcohol, do you have safe transportation options?

Total Rental Fees: \$

Total Deposit (50%): \$ Date Received:

Balance Received: \$ Date Received:

Security Deposit: \$ Date Received: Date Returned:

Signature of Renter Date:

Signature of Staff Date: