



The Corporation of the Township of Prince

3042 Second Line West,
Prince Township, Ontario P6A 6K4

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

Mayor: Ken Lamming

CAO/Clerk-Treasurer: Peggy Greco

Prince Twp. Banquet Hall

Cost to rent:

\$250.00 - full day

\$ 75.00 - 4 hours

Table and chairs included:

100 - chairs

10 - tables (30" wide x 96" L) Accommodate 8 people on two sides.

\$100.00 damage deposit. If there is no damage, the cheque will be returned to you or destroyed.

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

If there is going 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 (\$2,000.000.00) 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.

ABSOLUTELY NO NAIL TACKS, STAPLES, OR TAPE on the walls.

Please DO NOT drag tables or chairs across the floor.

The use of novelty items such as confetti, rice etc. is not permitted due to the difficulty of their clean up.

At the end of the evening the bar must be shut down quietly. This means that the DJ/Band is not permitted to call "**last call**" for bar service.

No event shall continue beyond 2 a.m.

RENTERS are responsible for **CLEANING THE BANQUET HALL** after an event.

Cleaning consists of:

Banquet Hall floor must be swept.

All alcoholic products must be removed off site at the end of the evening.

All decorations are to be removed off site when the event is over or by noon the next day.

It is the responsibility of the renters to wipe tables and chairs off that were used before putting away.

Garbage and recycling must be put in the end of the hallway near the back door.

All lights must be shut off.

All doors must be locked.

Please leave the banquet hall and kitchen as you found it.

Failure to comply with the above will result in the loss of your damage deposit. If damage exceeds the deposit, you will be responsible for additional costs.