

The cost to rent the Prince Twp. Pavilion:

\$500.00 - full day

\$200.00 - 4 hours

Table and chairs included:

200 - chairs

8 – 72” round tables

\$200.00 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) 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.

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.**

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 bon fires allowed.

Music

As this is an open-air venue, music must be kept at a reasonable level after 10:30 p.m. in consideration to the neighbours.

No event shall continue beyond 2 a.m.

Smoking

No smoking is prohibited within the Township Pavilion and washrooms. A designated area for smoking will be set up.

RENTERS are responsible for **CLEANING THE PAVILION** after an event.

Cleaning consists of:

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. **Please DO NOT drag tables or chairs across the floor.**

Garbage and recycling must be put in locked storage room.

All doors must be locked.

All lights must be shut off.

Please leave the Pavilion 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.