



HALL RENTAL AGREEMENT

NOTE: MAXIMUM HALL CAPACITY 124

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 a cleaning/damage deposit of \$75.00. The deposit will be refunded if the facility including the bar and kitchen, is left in a clean condition (it is the responsibility of the renter to set up/take down table and chairs) and there is no damage to the premises. It is the responsibility of the renter to advise the caterer of the same.
3. To obtain a Special Occasion Permit if Liquor, wine or beer are to be consumed and provide office with a copy of permit.
4. 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.
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 of 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 building must be cleared by 2:00 a.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.
13. 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.

I HAVE READ AND FULLY UNDERSTAND THE HALL RENTAL AGREEMENT AND CONSENT TO THE TERMS HEREIN.

Name of Renter: _____ Signature of Renter _____

GROUP/ORGANIZATION (if applicable):

Address: _____

Phone: _____ Fax: _____

Special Occasion Permit Holder & Number:

Party Alcohol Liability Insurance Policy Certificate Number:

Type of Event: _____ Number of People Attending:

Date of Event: _____ Time of Event:

Rental Fee \$ _____ Date: _____

Less Deposit \$ _____ Date: _____

Balance Due \$ _____ Date: _____

Signature of Township Staff: _____ Date:



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Mayor: Ken Lamming

CAO/Clerk-Treasurer: Peggy Greco

Rental Form

Name of renter(s): _____

Date: _____

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?

Contact Information:

Name: _____

Address: _____

Phone Number (Day) _____ (Evening) _____

Email: _____