

HALL RENTAL APPLICATION/AGREEMENT

1. Contact and Billing Information

Name of Group/Individual(s): _____
 Person Responsible: _____
 Mailing Address: _____
 Day Phone: _____ Fax: _____ E-mail: _____
 Name of Hall Required: _____ Date(s): _____
 Open Time: _____ Close Time: _____
 Type of Function: _____ Expected Attendance: _____
 Rate Payer/Resident of the County of Prince Edward: yes no

2. County Equipment Required (Check all that apply)

Chairs Tables Podium Screen *A/V (if available)
 *Staging (if available) Other: _____

Note: For safety reasons, ladders are not available for use to the renter.

3. Special Event Information

Decorator: _____ Arrival Time: _____
 Caterer: _____ Arrival Time: _____

Note: It is expected that all equipment, decorations, food, etc. leave the premises the same evening. If not, additional charges may apply, please specify when pick up will be: _____

4. Functions with Alcohol

Will there be alcohol at your function? Yes No Provider: _____
 Bar Opens: _____ Bar Closes: _____

The Corporation of The County of Prince Edward (The County) follows the Liquor Licensing Act of Ontario and reserves the right to operate a bar in a County Facility. If The County chooses not to operate the bar, it is the responsibility of the applicant to obtain a Special Occasions Permit from the LCBO and provide proof of liability insurance in an amount of no less than \$2,000,000 with the Municipality being named as an additional insured on this policy. Special event insurance policies can be purchased from The County at a cost. All renters must follow the provisions of the Liquor Licensing Act and the Alcohol and Gaming Commission of Ontario. Proof of Smart Serve Certification is required for all servers and ticket sellers.

5. Fees and Charges

Rental Rate(s): _____
 Damage Deposit: _____ Date Received: _____
 HST: _____ TOTAL CHARGES: _____

The damage deposit/cancellation fee is refundable providing the hall and contents are left in the same condition that it was found. Please report any concerns to our office of the caretaker upon entry of the hall. A minimum of 14 days notice is required should you choose to cancel your booking and have the cancellation fee returned.

Additional Comments: _____

*Additional charges will apply

The following conditions have been read and agreed upon at signing:

1. THAT I/We have authority to make this application on behalf of the above named group or individual (s) and to bind the said group or individual (s) to the provisions herein.
2. THAT I/We understand that I/We am/are personally responsible for the supervision of the hall during the rental period and so long as the hall is occupied, and that I/We am/are personally responsible for the conduct of all those in attendance in the hall and for payment to The County for any damage caused to the facility during this rental.
3. THAT I/We understand that Service Animals will not be permitted in the immediate area where food is being prepared, as per Health Unit Regulations and that Service Animals are permitted in areas where food is being served/consumed.
4. THAT for an evening rental the building is to be vacated no later than 1 a.m. of the following morning unless otherwise arranged.
5. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
6. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
7. I/We agree to adhere to the consumption of alcohol provisions as outlined on page one of this application.
8. I/We agree to waive any claims against the Corporation of the County of Prince Edward or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held in this facility. I/We understand that the Corporation of the County of Prince Edward assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
9. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other County facility at the time of a future application.

I/We have read and agree to abide by all conditions specified in this agreement for use of the hall:

Applicant's Signature

Date

Approved on behalf of The Corporation
of The County of Prince Edward

Date