



TOWNSHIP OF CONMEE
 19 Holland Road West, R.R. #1
 Kakabeka Falls, Ontario P0T 1W0
 Phone: 807-475-5229
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COMMUNITY CENTRE RENTAL FORM

Name of Renter: _____

Address: _____

Phone Numbers: _____

DATE OF FUNCTION: _____

PURPOSE OF RENTAL: _____
 (Wedding/Shag/Birthday/Funeral/Shower etc)

NUMBER OF GUESTS: _____

TIME OF RENTAL _____ am/pm to _____ am/pm (including advance set-up or decorating time.)

FACILITIES REQUIRED: Hall _____ Full Kitchen _____ Kitchen Minimum Use _____
 Tablecloths _____ Chair Covers _____ Audio/Visual _____

RENTAL FEE:

Main Hall	\$400.00
Kitchen for Catering (Under Supervision)	\$25.00 per hour
Kitchen for Minimum Use	\$20.00 (coffee)
Hall Rentals General	\$25.00 per hour (3 Hour Minimum)

(If no hall set-up is required no minimum will be charged. Children’s educational activities shall be charged at \$10.00 per hour if hall is used during office hours. If an activity is monitored by a Township Committee member the charge will be \$15.00 per hour. A charge of \$20.00 per hour will apply when a renter requires access outside of office hours ie for decorating the hall).

Funerals (Residents no Charge)	\$25.00 per Hour (3 Hour Minimum)
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Tablecloths	\$10.00 each
Replacement Tablecloths	\$30.00
Chair Covers	\$2.50 each
Replacement Chair Covers	\$10.00 each
Booking Deposit	50% of Rental Fee (Non - Refundable)
Damage Deposit	\$300.00 (Refundable)
Audio/Visual Equipment	\$10.00
Smartboard	\$10.00
Bartenders	\$300.00
Security Guard (Liquor Functions)	\$175.00

Damage Deposit is returned after the rental if no damage occurs. Damage in excess of the damage deposit will be charged at actual repair cost. Booking deposits must be made at time of booking and are not refunded. Remainder of Hall Rental Fee must be made 1 month prior to rental date. If not paid the hall rental is subject to cancellation.

Arrangements must be made with the Facilities Manager to bring in alcohol or other materials. No liquor is allowed in the hall until the day of the event. All alcohol must be removed at the end of the event. All kitchen equipment is to remain in the building. Please bring suitable containers if you expect left over food.

The capacity of the hall is:

- 300 with chairs only (auditorium set-up) (the hall has 250 chairs only)
- 270 with non-fixed seating and tables (without stage/dance floor)
- 210 with non-fixed seating and tables (with stage/dance floor)

For events serving liquor the person named in the Liquor Licence must read and sign Council Policy No. 30 regarding liquor events and will be responsible for any infractions to the regulations as established by the Liquor Licencing Board of Ontario or the Township of Conmee. A valid Special Occasion Permit must be obtained and displayed during the event. The Renter will be required to use the Township bartenders and security. A copy of the Liquor Permit must be provided to the Municipal Office no later than 1 month prior to the event date. If a Liquor Permit is not displayed during the event, no liquor will be allowed in the hall.

All liquor functions require PAL Insurance that names and indemnifies the Township of Conmee in the amount of \$2,000,000.00. Proof of PAL Insurance must be provided to the Municipal Office 1 month prior to the date of the event.

Decorations placed in the hall must be removed without damage to walls. No tape is to be applied to painted surfaces. Pins and tacks may be used on the wood portion of the walls only.

No youth activities will be allowed without adequate adult supervision. The Township insurance policy does not allow us to have bouncy castles or other blow up play devices on municipal property.

All persons must vacate the hall by 2:45 am.

Signature of Renter

Date