



Huntington Hayes Community Center Facility Rental Agreement

Managed by
The Coldbrook and District Lions Club

Applicant or Organization _____

Contact Person _____ Phone# _____

Mailing Address _____

Email Address _____

Facility Booking Date: _____ Time: _____

Rental:

Hall (\$125.00) _____ Kitchen (\$50.00) _____ Clean Up: Hall (\$75.00) _____
Den (\$50.00) _____ Kitchen(50.00) _____
(Refunded after event if you clean)

Is a Bar Required _____

A separate Liquor License fee will apply (cost vary depending on type of event)

Is Lions Catering Required _____

Any outside caters requires proof of liability insurance.

A security deposit or down payment may be required at the time of booking discretion of the Rental Chairman.

Balance of the rental fees (including clean up fees) at the time of will be payable upon receipt of the keys. **Clean up fees will be refunded following inspection**

Cancellation Policy: 30 days notice must be received or the balance of rental fee will be charged. The Rental Chairman will have discretion if the nature of the cancellation is deemed due to unforeseen events.



Huntington Hayes Community Center Terms and Conditions

Thank you for choosing our facility to host your event we hope your experience is enjoyable To help keep our cost down and the facility in respectable condition we ask for your cooperation in respecting and enforcing our House Rules.

House Rules

No Smoking in Building (Bill 125 Smoke Free Places Act)

Do not use tacks, nails, staples or scotch tape on walls, tables or other furnishings. We suggest you use tacky putty or painters tape for decorations

You are responsible to remove your decorations

Please do not drag table or chair across the floor. Do not sit on tables

No Drinks on the dance floor

No Outside liquor allowing in this facility (all liquor consumed on premises must be purchased through the bar)

Cleanup:

If you are cleaning up please note this includes the moping the floor of the main foyer, back foyer and hallway leading to the washrooms as well as the washroom floor.

Garbage: All garbage must be sorted (including compostables); any non-sorted or improperly sorted garbage left at the hall will result in additional fees.

Bar Privileges

Liquor regulations require all liquor consumed onsite must be purchased from the bar and consumed inside the premises. There is to be no other liquor allowed in the hall or outside.

Any issues regarding alcohol consumption outside of the facility or unauthorized liquor inside will be raised to applicant for immediate action. Failure to act will result in the bar being closed and where necessary, authorities called.

I have read the above Terms and Conditions and accept full responsibility for all damage incurred during my rental, including any damage caused by others I allow to access the hall for the purpose of my rental (ie decorators, outside cleaners, bands, set up crew etc)

Applicant _____

Date _____

Approved by _____