

TENTATIVE **BOOKED** **EVENT DATE** _____

**WESTPORT LIONS CLUB
HALL RENTAL AGREEMENT**

Charitable Purpose & Funeral Discount _____

<u>BASIC RENTAL</u>			
HALL RENTAL FEE	\$ _____		
DAMAGE DEPOSIT	\$ _____		
BASIC TOTAL	\$ _____		
LESS: 30% DEPOSIT	\$ _____	PAID	<input type="checkbox"/> Cheque: Chq. No _____ Bank: _____ <input type="checkbox"/> Cash
BALANCE DUE	\$ _____		
<u>OPTIONAL</u>			
Setup/Take Down Fee (opt.)	\$ _____		<input type="checkbox"/> Cheque: Chq. No _____ Bank: _____ <input type="checkbox"/> Cash
Kitchen Use Fee (opt.)	\$ _____		
 TOTAL	 \$ _____	 PAID	
 (COMMUNITY EVENT: DONATION AMOUNT: \$ _____)			

<u>EVENT DETAILS</u>	
Date of Event: _____	No of Guests _____
Type of Event _____	
Hours Required: from _____ to _____	
Entry Time for Setup: _____	
Contact Person: _____	
Contact Phone Nos.: Work _____	Home: _____
Address: _____	
E-mail: _____	
Setup/Take Down of Tables & Chairs by Club	Yes _____ No _____

<u>KITCHEN/CATERING</u>	
Will food be served: Yes _____ No _____	Are the kitchen facilities required: Yes _____ No _____
Name of Catering Service _____	
Contact Person _____	Phone No. _____ E-mail: _____
China: Yes _____ No _____	Appliances: Yes _____ No _____
Cutlery, Utensils, Pots, Pans, etc. Yes _____ No _____	
Kitchen Items Required: _____ _____ _____	
 <i>Notes: (1) The kitchen facilities must be left clean. Any broken or damaged items must be reported to the Rental Coordinator immediately after the event. The replacement/repair costs will be deducted from the damage deposit. (2) If the Club's china is used, it is the applicant's responsibility to arrange for a dishwasher. (3) Maximum capacity for a full dinner is 90.</i>	

BAR

Will there be a bar ? Yes _____ No _____
(If yes see *notes below)

**NOTE: Renter to obtain and provide liquor license. All alcohol for the event acquired from the sources approved by the Liquor Control Board of Ontario. Renter to provide proof of Special Events Liability, PAL.*

Proof of server training provided for servers of liquor.

**NOTE: It is the responsibility of the applicant to ensure all underage persons are not supplied with alcoholic beverages under any circumstances.*

**NOTE: Personal wine cannot be served by the bottle or glass.*

ENTERTAINMENT

Will there be entertainment: Yes ___ No. ___ Band ___ DJ. ___ Other _____
Name _____ Contact Person _____ Phone _____
E-mail: _____

GENERAL INFORMATION

1. All rules of the Lions Club will apply to all guests. No alcoholic beverages are allowed on Lions Club premises unless bought at the bar under the Special Event Permit.
2. The event will not be confirmed or guaranteed until of deposit of 30% of the basic rental fee is received by the Lions Club. In the event of a cancellation, this deposit is non-refundable.
3. Final payment is due one (1) week prior to the date of the event. The Lions Club is to be kept informed of any changes as they occur.
4. All final information must be provided 2 weeks prior to the event.
5. The use of Lions Club facilities requires the applicant to include a \$50.00 damage deposit. This will be refunded to the applicant only after the facilities have been inspected for damages. Further, the applicant is responsible for any damages in excess of the damage deposit. This deposit will be returned to the applicant within one (1) week after the event following the hall/kitchen inspection if there is no damage or on cancelation.

Applicant: _____ Signature: _____ Date: _____
(Please Print)

Hall Rental Coordinator _____ Date: _____

Distribution

Copy to Applicant

Copy to Hall Rental Coordinator

FOR USE AFTER THE EVENT

INSPECTION REPORT

FOR OFFICE USE ONLY – HALL RENTAL COORDINATOR

RENTAL RATES

ITEM	REGULAR RENT	%	COMMUNITY	FUNERALS
BASIC FEES				
Hall Rental Fee	\$300.00		\$	\$
Damage Deposit	\$50.00		\$	\$
Hall & Beach Complex *				
Hourly Rate \$30	\$		\$	\$
	\$		\$	\$
SUB TOTAL				
OPTIONAL				
Kitchen appliances				
\$30.00	\$		\$	\$
Dishes & Cutlery				
\$20.00	\$		\$	\$
Setup/Take down \$50.00	\$			
Sub Total	\$		\$	\$
33% DEPOSIT DUE ON SIGNING	\$		\$	\$
TOTAL DUE	\$		\$	\$

*Beach Complex includes part or all of the beach and park area, park closed to public for limited time available for additional fee on request.

Revised: Feb. 20, 2018

