



Westport Lions Club Hall Rental Agreement

Office Use: ☐ Tentative Booking ☐ Confirmed Booking

Part 1: Event Details

Type of Event: _____

Expected number of guests: _____ (note: facility capacity is 96 including the deck)

Date(s) of Event: _____

Hours required (including set up and clean up time): From: _____ To: _____

Event Contact Person (must be onsite for the duration of the event): _____

Contact Phone: _____ Alt Phone: _____

Contact Mailing Address: _____

Contact email address: _____

Part 2: Hall Rental Agreement (to be reviewed and signed by the Event Contact Person named above)

- The Guest capacity of the facility is 96, including the outside deck
- Renters have access to 13 folding tables and 96 chairs, and they must remain inside the main level of the building
- No alcoholic beverages are allowed on Lions Club premises.
- The hall must be cleaned up and vacated by the agreed upon event end-time (by 11:00 pm at the latest).
- Door access codes will be provided the day before or morning-of your event and will be changed when the event is over (by 11:00 pm at the latest).
- The Renter agrees to be responsible for the care and control of all participants; that the maximum capacity of the Hall is not exceeded, and that adequate adult supervision is provided for any under-age person during the entire time the facility is being used.

In addition to being aware of the above points, as the Renter, I understand that I am responsible to:

☐ Pay 50% of the rental fee when signing this agreement and provide proof of insurance in order to confirm my booking (non-refundable).

Note: See options offered through Rideau Insurance if Renter doesn't have own policy.

☐ Pay the remaining 50% and Damage Deposit 1 week prior to the event and confirm final details

Note: The Lions Club will not cash the Damage Deposit unless required, based on an inspection of the facility after the event. If there are no damages, the cheque or etransfer will be returned to the Renter within one (1) week. If damages are identified and they exceed the amount of the deposit, the Renter is responsible for the excess expense.

- ☐ Leave the facility in the same condition that I found it in and that I will notify the Rental Coordinator following the event, if there are any issues with missing or broken items, clean up required, etc. I understand that additional cleaning, repairs, damages, replacement of articles, etc. will be at the full expense of the renter. Any costs over and above the damage deposit is paid by the Renter.
- ☐ Ensure that all food that is brought in, is removed. No items are to be left in the fridge.
- ☐ Take all garbage and recycling with me.
- ☐ Lock the facility windows, patio door and main door when the event finishes.

When decorating and setting up the room for my event, I understand that:

- Exit doors shall remain unobstructed at all times
- No candles shall be used (exception: battery operated)
- No tape, nails, staples or tacks will be used to hold up decorations or other items
- Tables and chairs are to be carried, not dragged across the floor
- Use of confetti, sprinkles, fog machines or other such equipment leaving residue inside the hall is prohibited.
- No Lions Club decor, plaques, equipment, kitchen supplies, etc., shall be removed from the Hall without prior approval from the Lions
- No fireworks are allowed on the property

I and the organization I represent (where applicable) will indemnify and save harmless the Westport Lions Club and its representatives and/or its agents from and against all claims, demands, loss, costs, damages, actions and suits or other proceedings by whomever made, sustained, brought or prosecuted in any manner, based upon, occasioned by, or attributable to any injury or damage arising or resulting from any act, omissions, or due to circumstances beyond the control of myself/our organization, its servants or agents in using the said premises.

I, the undersigned have read the Westport Lions Club's facility rental agreement and I agree to abide by this agreement and take full responsibility for the rental of this facility.

Signature of Event Contact

Date

Signature of Westport Lions Facility Rental Chairperson

Date

Part 3: Rental Fee (office use)

- ☐ Regular Rental ☐ Non-Profit Group ☐ Funeral ☐ Lions Member

Hall Rental Fee - Total

50% non-refundable deposit due on signing of the Agreement* Received cheque ☐ etransfer ☐

Balance due 1 week prior to the event date. Received cheque ☐ etransfer ☐

☐ Proof of Insurance received

☐ \$300 Damage Deposit Received

Received cheque ☐ etransfer ☐

☐ Damage Deposit Returned. Date: _____