



Rotary Club of Campbellford Hall

179 Saskatoon Avenue, PO Box 1396
Campbellford, ON K0L 1L0

Hall Rental Terms & Agreement

** A non-refundable Deposit of \$50.00 is required to secure basic hall rental. Hall rental fee will be determined according to the fee schedule. Deposit will be returned after post event inspection and return of key. (Key pick up/drop off to be discussed)

1. Whoever signs below as the Rentee shall assume the responsibility to see that the following rules are adhered to.
2. Not-for-profit groups are required to pay the full rental fee, but can submit a request to Rotary to have it donated back.
3. **NO SMOKING!** The entire building is designated No Smoking.
4. The Rentee is not entitled to use any equipment or toys belonging to the Northumberland County EarlyON Child and Family Centre Program.
5. The Rentee is responsible for any damage that may occur to the furniture,, walls, the kitchen (including the appliances and dishes) and the building.
6. The hall may be accessed for decorating purposes the evening prior to function or day of function providing there is no other booking on that date or the day of the event. Decorations cannot be adhered to walls. **No staples, thumb tacks, stick pins or tape to be used on the walls.** Any decorations must be removed by the Rentee
7. If alcohol is being served, the Rentee will be responsible for obtaining the Special Occasion Permit (S.O.P.) and following the permit guidelines, including using Smart Serve accredited staff.
8. It is the responsibility of the Rentee to obtain the Public Alcohol Liability Certificate (P.A.L) in accordance with their function. (Minimum \$1,000,000 in liability insurance). A copy of the certificate is required five (5) business days prior to the scheduled event.
9. Music must be kept to a reasonable volume. **No loud music!**
10. The Rotary Hall must be vacated by 1:30 a.m. please ensure all doors are closed and locked after departure.
11. Confetti is not allowed in the hall.
12. Any complaints arising from the rental of the Rotary Hall will be the responsibility of the Rentee.
13. The Rentee is responsible for cleaning the Hall after the function, which includes **removal of all garbage and recyclable material** resulting from this function. (Mops and brooks are available in the Main Entrance Hall Maintenance Closet)

DEPOSIT REFUND DEPENDANT ON ABOVE ITEMS BEING ADHERED TO AND RETURN OF KEYS

RENTEE INFORMATION

Date: _____

Name: _____ Business/Organization: _____

Address: _____

Work Phone: _____ Cell/Home Phone: _____ Email: _____

Date of Function: _____ Type of Function: _____

Start Time: _____ End Time: _____

Expected Attendance: _____

Rooms Required: (Check all that apply) Rotary Meeting Room ___ Large Meeting Room ___ Kitchen ___

Rentee initials _____



Occupancy Capacity as of November 2018 as specified by the Ontario Fire Marshall

Rotary Meeting Room		Larger Main Room	
Non-Fixed Chairs	46 People	Non-Fixed Chairs	163 People
Chairs with Tables (Dancing)	18 People	Chairs with Tables (Dancing)	92 People
Chairs with tables (dining)	36 People	Chairs with tables (dining)	163 People
Chairs with Tables (other)	18 People	Chairs with Tables (other)	92 People
Non-Fixed Chairs (No Alcohol)	31 People	Dining (Alcohol)	111 People

Rental Rates (Based on Full Day or Evening Rental)		
As of January 1, 2020		
	<u>Full Day</u>	<u>Half Day or Evening</u>
Security deposit	\$50	\$50
Kitchen	\$ n/c	\$ n/c
Rotary Meeting Room Rental	\$100	\$50
Larger Main Room	\$200	\$125
Both Rooms	\$300	\$175
Total Fee for this Function		\$ _____
Deposit Received		\$ _____
Balance Owing		\$ _____

Is this event for charitable or non-profit purposes? _____

Please provide more information: _____

I have read, understand and agree to abide by the terms of this agreement.

Rentee Signature: _____

I have collected the DEPOSIT/TOTAL FEE for this function.

Rotary Club of Campbellford Representative: _____

Date: _____



HALL RENTAL MAINTANENCE CHECKLIST

RENTEE NAME: _____ DATE of USE: _____

To receive your deposit refund, Rotary staff will inspect the hall after your event and check off that your group completed the following items. Cleaning supplies are located in the closet to the right of the fireplace. Failure to complete the tasks below may result in reduction of your security/cleaning deposit refund.

- _____ Personal & kitchen items removed
- _____ Food removed from refrigerator, freezer, stove, oven & microwave
- _____ Grass area & decks clear of garbage & decorating materials
- _____ Kitchen counters , stove and sink cleaned
- _____ Garbage in dumpster (if dumpster is full, place tied plastic bags in cans in kitchen)
- _____ Restrooms presentable and trash removed
- _____ Floors swept and mopped (please mop with cold water—No soap)
(Mop available in the front hall storage closet)
- _____ Tables & chairs cleaned & stored (hang the chairs with bottom facing out)
- _____ Doors and windows locked

For Rotary Use Only:

- _____ No issues
- _____ Damage _____ Garbage/Cleaning Neglected

Description of damage/other issues: _____

INSPECTED BY: _____ DATE/TIME: _____