

## Hall Rental & Equipment Terms & Agreement

\*\* A non-refundable Deposit of \$50.00 is required to secure basic hall and equipment rental. All fees will be determined according to the fee schedule herein. 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.

### **Rules Related to Hall Rental**

3. NO SMOKING! The entire building and surrounding area 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 and shall not enter the former Rotary Room as that is now a designated EarlyOn room.
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.

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Rentee initials

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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. Kitchen or Canteen (if used) must be completely cleaned and sterilized before leaving. (Mops and brooms are available in the Main Entrance Hall Maintenance Closet)
14. Occupancy Capacity as of November 2018 as specified by the Ontario Fire Marshall for the larger Main Room:
  - Non-Fixed Chairs 163 People
  - Chairs with Tables (Dancing) 92 People
  - Chairs with tables (dining) 163 People
    - Dining (with Alcohol) 111 People

### **Rules Related to Equipment Rental**

15. In the event of equipment rental of the folding tables (30) and stacking chairs (180); a Rotarian will need to be available to deliver and pickup the Rotary Trailer containing this equipment to the desired location.
16. All tables and chairs will be wiped clean prior to restacking them in the Rotary Trailer.

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

### **Rental Rates As of January 1, 2022**

- Main Room - Full Day @ \$200
- Main Room - Half Day / Evening @ \$100
- Kitchen @ No Charge when room is rented
- Canteen @ \$100 per event
- Trailer with Tables and Chairs @ \$250

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Rentee initials

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**RENTEE INFORMATION**

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Rooms/Equipment Required: (Check all that apply): Large Meeting Room / Small Kitchen / Large Kitchen Canteen / Trailer with Tables & Chairs

Address of Venue if Trailer and equipment to be delivered: \_\_\_\_\_

Date & Time of Delivery: \_\_\_\_\_ Date & Time of Pickup: \_\_\_\_\_

Total Fee for this Function \$ \_\_\_\_\_ Security deposit @ \$50  
Deposit Received \$ \_\_\_\_\_ Balance Owing \$ \_\_\_\_\_

Is this event for charitable or non-profit purposes and if so, please provide more information on actual event: \_\_\_\_\_  
\_\_\_\_\_

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

**Rentee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rotary Club of Campbellford Representative:**

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

Rotarians Signature: \_\_\_\_\_ Date: \_\_\_\_\_