

Warkworth Town Hall Centre for the Arts

Rental Booking Form

(November 2018)

Booking Location WINKER'S NOOK
Address: 39 Main Street, PO Box 29, Warkworth, K0K 3K0 **Contact Name:** Lana Taylor
Telephone: 647-227-9935
Email: winkersnook@gmail.com
Store Hours: Tuesday - Friday, 11am - 4pm; Saturday, 10am - 4pm; Sunday, 11am - 4pm;

Person Making Reservation: _____

Telephone: _____

Community Group (if applicable): _____

Event: _____

Date(s) Required: _____

Morning (\$30) Afternoon (\$30) Evening (\$45) Full Day (\$80) Other

Will cleaning be required after your event? No Yes (Cleaning Fee - \$35)

Key Deposit (\$10): Key #: _____ Signature: _____

Key Returned

Rental Amount Paid: \$ _____

Cash Cheque made payable to WBA - Town Hall

Invoice to be mailed:

Name: _____ Telephone: _____

Mailing Address: *Please include PO Box/RR, Street Address, Town/City and Postal Code.*

WINKER'S NOOK STAFF:

Booking taken by: _____ Date: _____

Key given out by: _____ Date: _____

Key returned to: _____ Date: _____

PLEASE NOTE

Any inquiries from other parties interested in booking for the same time period noted on this booking in case of cancellation. Please list name(s) and contact information on back of this form. Thank you.

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RENTAL FEES

Morning: \$30 Afternoon: \$30 Evening: \$45 Full Day: \$80

Refundable Key Deposit: \$10

Note: Cancellations within 14 days of booked date(s), may be subject to charges.

SET-UP & TAKE DOWN

It is the responsibility of the renter to leave the hall as it was found.

- utilize the posted diagram for placement of chairs in the closet
- fold down tables and return to stage area

RENTAL CONDITIONS

To maintain affordable rental rates, the volunteer committee that manages the rental of the hall, on behalf of the Warkworth Business Association (WBA), requests that you please:

- utilize low-tack tape only for posting information or decorating and remove upon completion of event;
- wash any dishes used in the kitchenette and remove your items from the refrigerator;
- secure garbage in tied garbage bags and leave in storeroom where light switches are located (*under balcony*);
- return the thermostat(s) to stated settings, turn off all room and stage lights, and lock the door;
- return the key to WINKER'S NOOK as soon as possible and your deposit will be refunded.

Cleaning Fee (if required): \$35

SERVING ALCOHOL

- If liquor is to be served at the function, the renter of the facility is responsible for meeting all Liquor License Act regulations and acquiring the necessary license from the LCBO for the event.

INSURANCE REQUIREMENTS

- A copy of Proof of Liability Insurance required showing Warkworth Business Association named on policy for the event.

Insurance coverage for a function NOT serving alcohol, coverage can be extended from personal home policy of the person renting the facility.

Any event which serves and sells alcohol MUST have a liquor liability policy in force and copy of this must be provided to WBA by form of certificate of insurance.

METHODS OF PAYMENT

i) Previous to event or when key is returned: WINKER'S NOOK.

Cash or cheque payable to **WBA - Town Hall**

ii) Following the event if invoicing is required:

Mail: Cheque payable to **WBA - Town Hall**

Mailing Address: **WBA - Town Hall Committee, Box 403, Warkworth, ON K0K 3K0**