

# Warkworth Town Hall Centre for the Arts

## Rental Booking Form

(Feb 7, 2020)

Booking Telephone: **705-868-8782** (leave voicemail or text message)

Email: **townhall@warkworth.ca**

In-Person Payment and Key-Pick up Location **WINKER'S NOOK**

Address: 39 Main Street, Warkworth

Store Hours: Winter Months : Wed. - Fri. 11am - 4pm; Sat. 10am - 4pm; Sun. 11am - 4pm.

Person Making Reservation:

Telephone:

Email:

Community Group (if applicable):

Type of Event:

No. of people attending:

Frequency:  Single Use  Weekly (please specify)

Monthly (please specify)

Date(s) Required (including set-up and take-down):

**Morning:** (8 am - 12 noon) \$35

**Afternoon:** (12 noon - 5pm) \$35

**Evening:** (5pm - 1am) \$55

**Full Day:** (8 am - 1 am) \$95

Other

**Cleaning Fee** \$50 - Event Dependant

Copy of Proof of Liability Insurance provided  Yes

Is alcohol being sold and/or served

No

Yes

If YES, Copy of Liquor Policy Insurance provided

Key Deposit (\$10):

I have read all the rental conditions and regulations (page 2): Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Amount \$

Cash  Cheque made payable to WBA - Town Hall

**NOTE:** This booking is not valid unless it is signed and dated by the person renting the facility and returned with all necessary information as soon as possible to the email listed above.

Invoice to be mailed to:

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 this form. Thank you.

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(Feb 7, 2020)

## RENTAL FEES

<b>Morning:</b> (8 am - 12 noon)	\$35	<b>Afternoon:</b> (12 noon - 5pm)	\$35
<b>Evening:</b> (5pm - 1am)	\$55	<b>Full Day:</b> (8 am - 1 am)	\$95

**Cleaning Fee** (Event dependant): \$50

**Refundable Key Deposit:** \$10

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

## 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 follow the procedures below:

## SET-UP & TAKE DOWN

It is the responsibility of the renter to leave the hall as it was found, including:

- the return of all tables and chairs to their correct storage locations;
- utilize the posted diagram for placement of chairs in the storage closet;
- fold down tables and return to stage area;
- remove all personal objects, props, and equipment promptly;
- 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.

## SERVING ALCOHOL - IMPORTANT

- If alcohol 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 licenses (i.e. Liquor License, Smart Serve Certificate) from the LCBO for the event.

## INSURANCE REQUIREMENTS - IMPORTANT

- 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

Cash and cheque, upon confirmation of event booking or when key is picked up at WINKER'S NOOK.

Cheque payable to Warkworth Business Association - Town Hall

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