

# Warkworth Town Hall Centre for the Arts



## Rental Booking Form

(Aug 5, 2021)

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

Email: townhall@warkworth.ca

Key-Pick up Location: AUTHENTICITY ANTIQUES

Address: 39 Main Street, Warkworth

Store Hours (Summer): Tues., Wed., Thurs. 11am - 4pm; Fri. & Sat. 10am - 4:30pm; Sun. 11am - 4pm.

Person Making Reservation:

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

Community Group (if applicable): \_\_\_\_\_

Type of Event: \_\_\_\_\_ No. of people attending: \_\_\_\_\_

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

- Single Use** (please specify) \_\_\_\_\_ Date (s) \_\_\_\_\_  
Time (s) \_\_\_\_\_
- Weekly** (please specify) \_\_\_\_\_ Days \_\_\_\_\_  
Times \_\_\_\_\_
- Monthly** (please specify) \_\_\_\_\_ Days \_\_\_\_\_  
Times \_\_\_\_\_

**Morning:** (8 am - 12 noon) \$35  **Afternoon:** (12 noon - 5pm) \$35

**Evening:** (5pm - 1am) \$55  **Full Day:** (8 am - 1 am) \$95  **Other** \$ \_\_\_\_\_

**Required Cleaning Fee** Negotiated based on type of Event Booking \$ \_\_\_\_\_

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

Refundable Key Deposit (\$10 Cash on pick-up):

**Agree to maintain safe and Government required COVID-19 protocols.** \_\_\_\_\_ (initial here)

**Ensure all of your participants/members of public complete the sign in sheet provided.** \_\_\_\_\_ (initial here)

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

**NOTE: Payment must be made in advance to confirm booking** Rental Amount \$ \_\_\_\_\_

E-transfer to: townhall@warkworth.ca on day of booking

**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 townhall@warkworth.ca

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

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(Aug 5, 2021)

## 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

**Required Cleaning Fee:** Negotiated based on type of Event Booking

**Refundable Key Deposit:** \$10 Cash on pick-up of key

**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:

## COVID-19

- **Follow all required COVID-19 Protocols as posted in Town Hall**

## SET-UP & TAKE DOWN

It is the responsibility of the renter:

- to leave the hall as it was found;
- 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;
- please take with you all of your garbage and recycling materials
- return the thermostat(s) to stated settings, turn off all room and stage lights, and lock the door;
- return the key to **AUTHENTICITY ANTIQUES** 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

E-transfer, upon confirmation of event booking, to: [townhall@warkworth.ca](mailto:townhall@warkworth.ca)