

Warkworth Town Hall Centre for the Arts



Rental Booking Form

(May 17, 2022)

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

Email: townhall@warkworth.ca

Key-Pick up / Drop off procedure / location To be arranged with Booking Agent

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 time / dates):

- Single Use** (please specify) Date _____
Time _____
- Weekly** (please specify) Day _____ Dates _____ to _____
Time _____
- Monthly** (please specify) Day _____ Dates _____ to _____
Time _____

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

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

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

Agree to uphold all current required COVID-19 protocols at the event time. _____ (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 upon confirmation 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.

IMPORTANT

See page 2 for more information regarding Rental Conditions and Insurance Requirements

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RENTAL FEES

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

Required Cleaning Fee: Negotiated based on type of Event Booking

Note: Cancellations within 14 days of booked date(s), may be subject to a 50% administration charge.

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 at the current time of event.**

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 upon completion of event;
- 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
- no open flame candles allowed
- return the thermostat(s) to stated settings, turn off all room and stage lights, and lock the door;
- return the key as arranged.

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.

EVENT LIABILITY INSURANCE REQUIREMENTS - IMPORTANT

- A copy of Proof of Liability Insurance required showing **Warkworth Business Association** named on policy for the event. Liability limit starting at \$2,000,000.
- 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 in the form of a certificate of insurance.

METHODS OF PAYMENT

E-transfer the full rental amount, upon confirmation of event booking, to: townhall@warkworth.ca