

# Warkworth Town Hall Centre for the Arts



## Rental Booking Form

(November, 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

Name of 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** Determined based on type of Event Booking \$

**Copy of Proof of Liability Insurance provided** (see page 2)  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 and agree to all the rental conditions and regulations (page 2):** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Once you receive confirmation of your event booking, payment must then be made in advance of the event date**

E-transfer to: townhall@warkworth.ca Rental Amount \$

**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**

# Warkworth Town Hall Centre for the Arts



## RENTAL FEES

(November, 2022)

<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:** Determined based on type of Event Booking

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

Cancellation Date is the day written notice is received by email to: [townhall@warkworth.ca](mailto:townhall@warkworth.ca)

## 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 / RENTER'S CHECK OUT LIST

*It is the responsibility of the renter:*

- to leave the hall as it was found;
- return of all folding tables\*\* and chairs to their correct storage locations;
  - utilize the posted diagram for placement of chairs in the storage closet;
  - fold down tables, return to stage area, store in flat, horizontal position;
- remove all personal objects, props, and equipment upon completion of event;
- no open flame/lit candles allowed;
- no confetti allowed;
- utilize low-tack tape only for posting information or decorating and remove upon completion of event;
- wash dishware used from the cupboards and remove your items from the refrigerator and the kitchen area;
- please check both bathrooms to make sure sink taps are turned off and there are no issues with toilets;
- please remove and take all of your garbage and recycling material with you;
- return the thermostat to stated settings ( Fall/Winter: 68° ), turn off all room and stage lights; fans and AC units;
- leave the door key on interior window sill in the front foyer; or as otherwise arranged with booking agent;
- please check that both front doors are securely closed.

**\*\* PLEASE NOTE:** Use of tables and chairs are made available to renters free of charge. However, due to storage limitations, **renters are asked (for hygienic reasons) to please clean any tables being used before and after their event. This request applies especially where any food and drink is present.**

## 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 insurance 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, **once you receive confirmation of your event booking** to: [townhall@warkworth.ca](mailto:townhall@warkworth.ca)