

# Warkworth Town Hall Centre for the Arts



## 2023 Rental Booking Form

27 March 2023

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

Email: [townhall@warkworth.ca](mailto:townhall@warkworth.ca)

Key-Pick up / Drop off Procedure / Location: To be arranged with Booking Agent

Name of Person Making Reservation:

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

Telephone:

Email:

Community Group (if applicable):

Type of Event:

No. of people attending:

### FEES

#### Monday to Thursday

- Mornings: 8 am to 12 noon \$35.00
- Afternoons: 12 noon to 5 pm \$35.00
- Evenings: 5 pm to 1 am \$55.00
- Full Day: 8 am to 1 am \$120.00

#### Friday and Sunday

- Mornings: 8 am to 12 noon \$55.00
- Afternoons: 12 noon to 5 pm \$55.00
- Evenings: 5 pm to 1 am \$90.00
- Full Day: 8 am to 1 am \$145.00

#### Saturday

- Mornings: 8 am to 12 noon \$75.00
- Afternoons: 12 noon to 5 pm \$75.00
- Evenings: 5 pm to 1 am \$120.00
- Full Day: 8 am to 1 am \$195.00

### DATE(S) REQUIRED

- Single Use** (please specify including your set-up and take-down dates / times)

Day(s) \_\_\_\_\_ to \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

- Weekly** (please specify)

Day \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Time \_\_\_\_\_

- Monthly** (please specify)

Day \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_

Time \_\_\_\_\_

- Required Cleaning Fee** Determined with Booking Agent in accordance with Type of Event \$ \_\_\_\_\_

Copy of Proof of Liability Insurance provided (see page 2)  Yes

Is alcohol being sold and/or served?  Yes  No

If YES, proof of Liquor Liability Insurance is required as well as any permits required from Alcohol & Gaming Commission of Ontario.  
[www.agco.ca/alcohol/guides/special-occasion-permit-guide](http://www.agco.ca/alcohol/guides/special-occasion-permit-guide)

- Agree to all the rental conditions and regulations** (page 2): Initial: \_\_\_\_\_

**NOTE:** Once you receive confirmation of your booking, a time for payment in advance of the event will be established.  
Payment Details & Cancellation Policy (page 2)

- E-transfer to: [townhall@warkworth.ca](mailto:townhall@warkworth.ca) Rental and Cleaning Fee Amount \$ \_\_\_\_\_

**NOTE:** To be valid, this booking form must be signed, dated and returned with the other required documentation / permits to [townhall@warkworth.ca](mailto:townhall@warkworth.ca)

Signature or Name \_\_\_\_\_

Date: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**IMPORTANT 2023 Rental Conditions and Regulations (page 2)**

# Warkworth Town Hall Centre for the Arts



## 2023 Rental Conditions and Regulations

27 March 2023

*To maintain affordable rental rates, the WBA volunteer Town Hall Committee has outlined conditions and regulations to be met by all users.*

### METHOD OF PAYMENT

- E-transfer the full rental/cleaning amount to [townhall@warkworth.ca](mailto:townhall@warkworth.ca) at time agreed upon with Booking Agent

### CANCELLATION POLICY

- Depending on the potential loss of bookings to replace your cancellation, you may be assessed up to 100% of the original rental fee.

### SAFETY PRECAUTIONS

- Danger of slipping and extra custodial expense bans any use of confetti;
- Candles lit by open flame are prohibited.

### HALIBURTON KAWARTHA PINE RIDGE DISTRICT HEALTH UNIT

- All COVID-19 regulations at time of your event must be followed;
- For hygienic purposes, clean tables used before and after your event, especially when food and/or beverages are present.

### SET-UP & TAKE DOWN

- It is the responsibility of the user to leave the hall as it was found;
- There is no extra cost for the use of tables and chairs or the galley kitchen;
- Chair covers and tablecloths are available for a nominal fee.

### USER'S CHECK LIST

- Return all folding tables and chairs to their correct storage locations;
  - fold tables, return to stage area, stacking in flat, horizontal position;
  - place stacks of chairs in the storage room utilizing the cart and posted diagram;
- Remove all personal objects, props, and equipment upon completion of event;
- Post information or decorate, using and removing only low-tack tape;
- Wash dishware and return to cupboards;
- Remove your items from the refrigerator and the kitchen area;
- Ensure all taps are turned off and there are no issues with toilets;
- Take all of your garbage and recycling material with you;
- Return the thermostat setting to 68°;
- Turn off all room and stage lights; fans and AC units;
- Leave the door key in the interior location or as arranged with booking agent;
- Check that both front doors are securely closed.

### SERVING ALCOHOL - **IMPORTANT**

- If alcohol is to be served at the function, the user of the facility is responsible for meeting all Liquor License Act regulations and applying and paying for the necessary Special Occasion Permit (SOP) from the AGCO  
[www.agco.ca/general/general-information-special-occasion-permits](http://www.agco.ca/general/general-information-special-occasion-permits)

### EVENT LIABILITY INSURANCE REQUIREMENTS - **IMPORTANT**

- Your copy of Proof of Liability Insurance will name **Warkworth Business Association** on policy for the event. Your liability coverage must be a minimum of **\$2,000,000** (Standard Homeowner Policy).
- If your event is not serving or selling alcohol, coverage can be extended from your personal home insurance for your event.
- Your insurance company receives many requests for certification proof, as this is becoming standard requirement for the use of any public property. Allow enough lead time for this process. Remember to inform your insurance agent if alcohol is being served.
- Any event which serves/sells alcohol in the rented facility **MUST** have a Liquor Liability Policy in place and a copy of this insurance certificate also naming **Warkworth Business Association** must be provided to Booking Agent.