

Warkworth Town Hall Centre for the Arts



2025 Rental Booking Form

1 January 2025

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:

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

Telephone:

Email:

Community Group/Organization/Business Name (if applicable):

Type of Event:

Public

Private

No. of people attending:

Food and/or Refreshments being served

Yes

No

FEES

Monday to Thursday

<input type="checkbox"/> Mornings: 8 am to 12 noon	\$35.00
<input type="checkbox"/> Afternoons: 12 noon to 5 pm	\$35.00
<input type="checkbox"/> Evenings: 5 pm to 1 am	\$55.00
<input type="checkbox"/> Full Day: 8 am to 1 am	\$120.00

Friday or Sunday (Please circle day)

<input type="checkbox"/> Mornings: 8 am to 12 noon	\$55.00
<input type="checkbox"/> Afternoons: 12 noon to 5 pm	\$55.00
<input type="checkbox"/> Evenings: 5 pm to 1 am	\$90.00
<input type="checkbox"/> Full Day: 8 am to 1 am	\$145.00

Saturday

<input type="checkbox"/> Mornings: 8 am to 12 noon	\$75.00
<input type="checkbox"/> Afternoons: 12 noon to 5 pm	\$75.00
<input type="checkbox"/> Evenings: 5 pm to 1 am	\$120.00
<input type="checkbox"/> 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)	Date(s)
Time(s) From	to

Weekly (please specify)

Day(s)	Dates	to
Time(s) From	to	

Monthly (please specify)

Day(s)	Dates
Time(s) From	to

Required Cleaning Fee (\$25.00 per hr.) Determined beforehand with Booking Agent in accordance with type of Event \$

Rental Fee (see above FEES listed)

\$

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

Agree to all the rental conditions and regulations (see page 2):

Initial:

NOTE: Once you receive confirmation of your booking, a date for payment in advance of the event will be established by Agent.

Payment Details & Cancellation Policy (page 2)

E-transfer to: townhall@warkworth.ca

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

Signature or Name

Date:

TOTAL: \$

IMPORTANT 2025 Rental Conditions and Regulations (page 2)

Warkworth Town Hall Centre for the Arts



1 January 2025

2025 Rental Conditions and Regulations

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

- Do not send any payment until your final fees (rental and cleaning) have been determined by the Booking Agent
- E-transfer the full fee amount to townhall@warkworth.ca at date 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;
- 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 any dishware used and return to cupboards;
- Remove your items from the refrigerator and the kitchen area;
- Ensure all bathroom 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° (winter);
- 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 and locked.

Please use the full name of the venue on any event promotions:

Warkworth Town Hall Centre for the Arts
40 Main Street,
Warkworth, ON

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

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 at the event.
- 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.