

Warkworth Town Hall Centre for the Arts



2026 Rental Booking Form

1 January 2026

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)

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

Copy of Proof of Liquor Liability Insurance provided

Have read and 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 2026 Rental Conditions and Regulations (page 2)

Warkworth Town Hall Centre for the Arts



2026 Rental Conditions and Regulations

1 January 2026

To maintain affordable rental rates, the Warkworth Business Association (WBA) Town Hall Committee has established the following conditions and regulations. These must be observed by all users of the facility.

METHOD OF PAYMENT

- Do not submit any payment until your final rental and cleaning fees have been confirmed by the Booking Agent.
- Payment must be made by e-transfer for the full amount to: townhall@warkworth.ca, on the date agreed upon with the Booking Agent.

CANCELLATION POLICY

- Depending on the potential loss of replacement bookings, cancellations may be subject to charges of up to 100% of the original rental fee.

SAFETY PRECAUTIONS

- Due to slipping hazards and additional custodial costs, the use of confetti is strictly prohibited.
- Open-flame candles are not permitted under any circumstances.
- For hygiene purposes, all tables must be cleaned before use, especially when food and/or beverages are involved.

SET-UP & TAKE DOWN

- Users are responsible for leaving the hall in the same condition as it was found.
- There is no additional charge for the use of tables, chairs, or the galley kitchen.

USER'S CHECK LIST

- To ensure proper care of the facility, users must complete the following before departure:
- To prevent salt and water damage to floors—particularly during rainy or winter seasons—private event users are kindly requested to remove wet boots or shoes where possible. Guests should be encouraged to bring indoor footwear.
- Return all folding tables and chairs to their designated storage locations:
- Fold tables and return them to the stage area, stacked flat in a horizontal position.
- Stack chairs in the storage room using the cart and following the posted diagram.
- Remove all personal items, props, and equipment at the conclusion of the event.
- Decorations or postings must use low-tack tape only and must be removed afterward.
- Wash any dishware used and return it to the appropriate cupboards.
- Remove all personal items from the refrigerator and kitchen area.
- Ensure all bathroom taps are turned off and toilets are functioning properly.
- Take all garbage and recycling materials with you.
- Reset the thermostat to 68°F (winter).
- Turn off all room and stage lights, fans, and air-conditioning units.
- Leave the door key in the interior location specified or as arranged with the Booking Agent.
- Confirm 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 served at the event, the user is fully responsible for complying with all Liquor Licence Act regulations.
- A Special Occasion Permit (SOP) must be obtained from the AGCO, and all associated fees are the responsibility of the user. Information can be found at: www.agco.ca/general/general-information-special-occasion-permits

EVENT LIABILITY INSURANCE REQUIREMENTS - **IMPORTANT**

- Proof of Liability Insurance is required and must name the **Warkworth Business Association** as an additional insured.
- Minimum required coverage is \$5,000,000.
- If alcohol is not being served or sold, coverage may be extended from a personal homeowner's insurance policy.
- Insurance providers receive many requests for certification; please allow sufficient lead time to obtain proof of coverage.
- Users must inform their insurance provider if alcohol is being served.
- Any event serving or selling alcohol must also carry Liquor Liability Insurance, with a certificate naming the Warkworth Business Association provided to the Booking Agent.