



WARFIELD COMMUNITY HALL RENTAL AGREEMENT

RENTOR NAME: _____

RENTER'S ADDRESS: _____

CONTACT PHONE NUMBER (H) OR (CELL): _____

BOOKING INFORMATION:	
DATE REQUIRED:	_____
EVENT:	_____
TIME OF BOOKING:	_____

	RENTAL FEE:	PAYMENT RECEIVED
HALL RENTAL		
KITCHEN RENTAL		
PARK RENTAL		
DAMAGE DEPOSIT		
BBQ WRENCH DEPOSIT		

REQUIRED FOR LICENSED EVENTS:

- ✓ Special Event Liability Insurance
- ✓ Special Event Liquor Permit

BOOKING AND CANCELLATION POLICY:

- The damage deposit and 50% deposit fee is required to confirm the booking; with the balance to be paid two weeks prior to booking.
- The Rental Agreement must be signed by an adult, and all events require an adult on site during the event.
- **Cancelled bookings made less than 14-days of rental date will be charged 50% of hall rental.**

WHAT IS SUPPLIED:

- Seating for 161 people for LICENCED EVENTS or 203 people NON-LICENSED EVENTS
- Sound system: Microphone & Stand
- Audio Visual system —Screen, DVD Player. Projector available upon request.
- Garbage Bags

PLEASE BRING YOUR OWN DISH TOWEL AND WASH CLOTHES

HALL CAPACITY:	The maximum number of people permitted in the Hall is 161 people for LICENSED EVENTS and 203 for NON-LICENSED EVENTS.
SET-UP & CLEAN-UP:	Responsibility of the renter
DECORATIONS:	NO decorations are to be stapled, tacked, nailed to the walls. There is a wire around the perimeter of the hall to attach decorations.
TABLES & CHAIRS:	12 round tables—72” in diameter; 33 rectangle tables — 30” x 72”; 172 + chairs
KITCHEN SUPPLIES:	Access to the cutlery, dishes, wine glasses and pots.
KITCHEN APPLIANCES: Gas Stove, Refrigerator, Dishwasher, Convection Ovens, Warming Oven, Microwave	MUST be washed CLEAN —inside and out. All food items are to be removed from the Refrigerator; All food particles to be cleaned out of Dishwasher trap and Stove traps. Unplug Microwave and Warming Oven.
NATURAL GAS BBQ	MUST be washed with soapy water and GREASE TRAPS left FREE OF GREASE.

USER RESPONSIBILITY:

- **Have read ALL the instructions to operate the Kitchen Appliances**
- Tables and chairs are to be put away, washed clean and free of tape, **NEATLY** in the storage room.
- All dishes to be ran through the dishwasher; ensure dishes are clean and dry before putting them away. **ONCE DRAINED, FOOD FILTER NEEDS TO BE CLEANED.**
- All the appliances in the kitchen: Stove, Refrigerator, Microwave and Dishwasher are to be cleaned; wipe-up spills inside and out, and remove all food.
- All coffee pots to be cleaned—washed and dried; ensure each pot is stored with their correct parts.
- **Turn off** the Dishwasher sprayer taps; and Dishwasher sink is clean of food particles.
- If using the Barbeque: **CLEAN** the Barbeque area, the Barbeque (as per rental instructions); return the Barbeque to storage shed. Return BBQ Wrench to the Village Office.
- Hose down cemented area of park (if necessary)
- Remove **ALL** garbage from the hall’s kitchen, bathrooms, and picnic area and bring to the outside dumpster (large green bin across from hall). Please keep this bin locked.
- Sweep the floors—main hall, kitchen, entrance. Mop up larger spills.
- Check that **ALL** doors are locked—upstairs and downstairs.
- Check that **ALL** lights are turned off — upstairs and downstairs. The Licensee will be held responsible for any vandalism or theft that occurs because of the doors being left open or unlocked.
- **Return key** to the Village Office. **(After hours — drop into mail slot at the Village Office.)**
- Ensure that **all** cleaning and removal of personal effects is completed and the hall is in its original condition by the end of your booking. An all day booking implies cleanup takes place the same day as the booking (ie: if anything is left overnight, a \$150 clean-up fee will apply and the Village does not assume responsibility for any missing items).
- **Damage Deposit:** to be returned once the Janitor has cleaned and given his report to the office.

RENTER/LICENSEE

DATE