

Hall Rental Coordinator - Linda Argent - (705) 487-5866, hallrentals@hawkestone.net
2072 Ridge Road East, RR#1, Hawkestone, L0L 1T0

HAWKESTONE COMMUNITY HALL
Rental Conditions in effect until December 31st 2010

*The Community hall is used throughout the year for ongoing programs and a wide variety of community events and is **run solely by volunteers**. All monies raised through rentals goes towards operating expenses of the hall.*

Hall Capacity: - 110 people in the upstairs, Rental includes use of main hall and lobby, tables, chairs and fridge.

The kitchen is in the basement of the hall. It has two stoves and two refrigerators. Access to the kitchen should be arranged with hall rental coordinator. **The lower hall is not available for rent and is not to be used as part of the rental agreement.**

All renters hosting a "licensed event" must obtain a proper liquor license to be purchased at the LCBO and by so doing, the person whose name appears on the liquor license assumes responsibility for ensuring compliance with the law including protection of guests from injury or harm due to intoxication and further will assume responsibility to ensure that alcohol may only be consumed in the confines of the community hall. Licenses must be posted in the hall during the event. The renter must agree and abide with the Oro Medonte Alcohol Policy and comply with the required procedures set forth. A copy of the policy will be provided as part of this contract and must be read in its entirety.

Hall Rental Costs:

Event (any night of the week)	\$200.00 plus HST = \$226.00
Hourly (min 2 hours, excluding weekends)	\$ 25.00 /hr plus HST- \$28.50

Security Deposit - \$200.00. (Upon satisfactory inspection of the hall (inside and outside), the security deposit cheques will be destroyed).

The Hall Rental cheque should be made out to the Township of Oro-Medonte.
The Security Deposit \$200.00 should be made out to HAACA

HALL USE INFORMATION:

The following expectations and directions must be adhered to when using the hall:

Unlocking the doors: The key to enter the hall will be provided by the Hawkestone General Store, you will be asked to sign out in the key records book and agree to return the key immediately after the event (if the store is closed it should be dropped into the red mailbox on the wall of the front of the store.) **Heat:** The thermostat is kept at approximately 15 degrees when not in use. Be sure to turn the heat down again and ensure that all windows are closed tightly before you leave.

All renters must agree to leave the hall in a clean and tidy condition immediately following your event.

- **Garbage and Recycling:** All renters are responsible for removal of their own garbage. Kindly empty the bathroom garbage as well.
- **Cleaning and Bathroom Supplies:** Large brooms, mops and pails and a vacuum cleaner are provided for floor and carpet clean-up. Cleansers and sponges are located in the cabinets in the women's washroom. Toilet paper and paper towels are provided in the bathroom cabinets.
- **Tables and Chairs:** Tables are leaned horizontally against the sidewalls of the hall and have a designated place for storage at the front left of the entrance to the hall. Please do not drag the tables (as they leave black marks) and note that there are collars to secure the table legs when set up (remember to pull back these when refolding the legs - if you simply force them you will bend the metal and damage the tables). Chairs should all be replaced neatly to their "trucks".
- **Smoking:** Please ensure that the outside area is left in a clean condition; please remove all cigarette butts and related garbage.
- **Decorations** used for your event must not cause damage to any painted surfaces, walls or ceilings. **Absolutely no confetti allowed.**

All renters are responsible for any damage, which occurs to the building or its contents. In the event that damage occurs or there is a problem with the facility, contact the Hall Rental Coordinator. If this person is not available, a list of the Property Management Committee can be found posted on the bulletin board in the lobby.

All music and loud noise must end no later than 1:00 am.

I understand and agree to the conditions of rental. _____ Signature _____ Date