

December 2017

RENTAL AGREEMENT (TERMS AND CONDITIONS)
FOR THE RENTAL OF THE CARROT RIVER AND DISTRICT COMMUNITY HALL

1. All bookings to be made at the Town Office - 5 Main Street.
2. Payment of the rental fee shall be made payable to: Town of Carrot River and shall be delivered to the Town Office.
3. PLEASE REMEMBER: All materials, including supplies provided by others, are to be removed from the premises BEFORE 6:00 A.M. of the day following the event. If clean-up is desired the next day, the Community Hall must be booked for this purpose, and the rental fee of Two Hundred Dollars (\$200.00) will be charged.
4. Where the Community Hall is booked for any type of event the renter is required to leave One Hundred Dollar (\$100.00) cheque plus GST payable to the Town of Carrot River. The deposit will be applied against the Community Hall rental fee. Payment of the deposit must be made the day of the booking. WHEN PAYMENT IS PROCESSED, THE BOOKING WILL BE CONFIRMED AND A RECEIPT ISSUED. THE FIRST RENTER TO SUBMIT THE HUNDRED DOLLAR (\$100.00) DEPOSIT SHALL BE DEEMED TO HAVE THEIR BOOKING CONFIRMED. Cancellation of the booking thirty-one (31) days or more prior to the date of the event will result in the deposit being returned to the payee. The deposit will be forfeited to the Town of Carrot River if the booking is cancelled thirty days (30) or less before the date of the event.
5. The deposit of One Hundred Dollars (\$100.00) is taken as a surety deposit against damage and/or inadequate performance of the requirements listed. After the event, Town staff will have sole discretion as to what assessment, if any will be made to cover damage and/or lack of performance. Where no assessment is made the deposit is fully refundable. THE RENTER IS RESPONSIBLE FOR THE FULL COST OF ANY NECESSARY REPAIRS FOLLOWING THEIR EVENT IN ADDITION TO THE LOSS OF THE SURETY DEPOSIT.
6. The renter is responsible for obtaining a key from the Town Office in order to open and close the Community Hall before and after the event.
7. The renter is to turn off all lights and ensure that all outside doors are locked before leaving the building.

The use of tape, tacks or nails is NOT PERMITTED on any interior walls, ceiling or fixtures. The renter will be assessed on damages if any evidence of there use is found. Fresh holes, markings or bruises found in walls, ceilings or fixtures will carry an automatic Five Dollar (\$5.00) penalty per hole, marking or bruise. Do not put decorations on the soundboards. TAPE USED ON TABLES MUST BE COMPLETELY REMOVED AT CLEAN-UP. Make sure to remove all decorations on walls, including rental decorations etc. during clean-up.

9. The renter is to ensure that all facilities used including kitchen (including grill - to clean the grill use the grill cleaner found under the sink on the south wall and follow the directions - use the grill brick if necessary), cooler (shut off, wipe out and remove any food), bar, main hall, washrooms, meeting room and coat room are left in reasonable clean condition. All spills must be wiped up and floors swept. Maintenance equipment is provided and clean-up should occur as soon as possible. This will prevent soiling of the floors anywhere in the building. The kitchen and bar must be returned to fully clean condition.
10. LIMITED USE OF THE KITCHEN MEANS USE OF COFFEE URNS AND CUPBOARD COUNTERTOPS ONLY.
Renters and caterers must leave the kitchen in a clean condition and all garbage and recycling placed in receptacles provided.

11. The bar is equipped with liquor jiggers, freezer (holds nine (9) bags of ice) and two (2) beverage coolers.
12. The renter shall ensure that no bottled beverages are distributed from the bar. Forfeiture of the surety deposit may result if evidence of glass is found anywhere beyond the bar area. Canned beverages may be served.
13. Further to Section 9, the renter shall ensure that all tables are washed and NOT RETURNED to storage; all chairs are washed if required and placed in the room to the south of the stage and along the south wall only; that all floors are swept prior to 6:00 a.m. of the day following the event. Forfeiture of the surety deposit will result if the renter does not fulfill this Section of the Contract. JANITORIAL STAFF WILL RETURN THE TABLES TO STORAGE. Unused chairs may be temporarily stored on trolley carts during the event, and returned to the main hall after the event.
14. Dish cloths and towels are available in the kitchen and will be washed by janitorial staff. LEAVE ALL THE DISH CLOTHS AND TOWELS AT THE COMMUNITY HALL.
15. Controls for the main hall (lights and ceiling fans) are located in the bar.
16. Extra paper products are located in the storage room, it is the renter's responsibility to change and make sure dispensers are full.
17. The air exchange control is located on the south side of the stage. This unit operates on a timer and can be set for short or longer periods of time to maintain good air quality within the building. Use of the air exchange unit will remove stale air from the main hall in a short period of time.
18. The Community Hall and its equipment are provided in trust to the renter to supervise and protect against damage during the event. Persons renting are responsible for any damage incurred in the Community Hall while they are renting it.
19. The thermostat for the main hall is located on the wall between the bar and kitchen. The thermostat for the stage is located on the north wall of the stage. Set as is comfortable for your event.
20. Coat hangers must remain in the coat room.
21. Free Wi-Fi is provided, the password is 3067680000.
22. Audio/Video Equipment - with hall rental, you may use the equipment provided. A key to the sound control box will be provided to you. Should you wish, you may pick up a microphone and mic cords as well as stage lighting control case and cordless mic controls at the Town Office. THE KEY, MICROPHONE, MIC CORD AND STAGE LIGHTING CONTROL CASE MUST BE RETURNED TO THE TOWN OFFICE BEFORE 2:00 p.m. on the next business day that the Town Office is open and the account paid in full.

An 80 inch portable television is located in the Meeting Room for your use. Please return it to the Meeting Room after use.

A Piano is located in a room to the right of the stage that is where it is stored; if you move it off the stage, please return it after your use.

From time to time improvements are added to the venue through donations and fundraising. Any Audio/Video equipment located in the hall is included in the rental. Should you find fault with it, please report to the Town Office at your convenience.