



21 Church Street
Dunchurch, Ontario P0A 1G0
Phone: 705-389-2466 Fax: 705-389-1855

www.whitestone.ca

E-mail: info@whitestone.ca

**RESERVATION REQUEST FOR MUNICIPAL PLAYGROUNDS,
PARKS, HALLS AND PAVILION**

Please carefully read the **GENERAL CONDITIONS** attached before signing this agreement.

NAME/ORGANIZATION: _____

ADDRESS: _____ **PHONE:** _____

Contact Person (for our Municipal Website Calendar) _____ # _____

ACCOMMODATION REQUESTED:

FACILITIES NEEDED:

Dunchurch Community Centre _____
Pavilion _____
Ballpark _____
Commons _____

Kitchen _____
Dishwasher _____
Cooler _____
Bluetooth Speaker _____

LICENCED: YES NO If yes, please provide copy of Liquor insurance liability
(Date received: _____)

FOOD BEING SERVED: YES NO If yes, please provide food service permit from Health Unit
(Date received: _____)

TYPE OF FUNCTION: _____ **Public** **Private**

DATE: _____ **TIME:** _____

WORDING FOR SIGN (if required):

I/We certify that I/we have read the General Conditions, that forms part of this agreement governing the use of the grounds rented and I/We agree to conform thereto and to be bound thereby to all guidelines.

SIGNATURE: _____ **DATE:** _____

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FOR OFFICE USE ONLY

Rental Fee: _____

HST: _____

TOTAL: _____

INVOICE: _____

Approval Date: _____

RECEIPT No: _____

Signature: _____



DUNCHURCH COMMUNITY CENTRE or PAVILLION RENTAL AGREEMENT

This agreement is subject to the following conditions which are attached to and forming part of the Rental Agreement.

All Dunchurch Community Center Rentals (paid or with fees waived) require a valid signed rental agreement.

Rental Fees are payable upon receipt and confirmation of the Rental.

Unless notification of a cancellation is received in writing from the applicant to the Municipality at least 7 days prior to the date of the function, the rental fee will be non-refundable.

GENERAL CONDITIONS:

The Renter is responsible for the following:

1. Checking the premises prior to the function for any damages and reporting same to the Municipality
2. Setting up tables and chairs
3. Returning the premises, including the hall, pavilion, bar, kitchen, counter tops, stoves, dishes and sinks to the cleanliness and position it was found
4. Respecting the integrity of the walls: Nails, tacks or tape are **NOT** to be used on walls
5. Ensuring tables and chairs are **NOT** used as ladders
6. The supervising and controlling all persons in attendance at the function.
7. Abiding by capacity limit of the facility
8. For a licensed function, obtaining a proper license from the Alcohol and Gaming and Commission of Ontario (AGCO), to provide all liquor and equipment necessary for the sale and consumption of liquor and the removal of all remaining liquor and equipment immediately following the function.
9. Providing any and all liability insurance and policing that may be required for a licensed function.
10. Ensuring no alcohol is served after 2:00 am or as AGCO regulates.
11. Abiding by any statutes or regulations of the Province of Ontario and/or the Dominion of Canada and/or any By-Laws of the Municipality.
12. Please make sure the Community Centre is thoroughly cleaned before your booking ends. If not, you may be charged for an extra day's rental, and your \$100.00 deposit will be forfeited.

13. Ensuring that all doors are locked at the close of the event and the key returned to the office during the next business day

14. Completing the checklist and returning the checklist with the key.

Note: Failure to clean and follow the Hall Rental Checklist attached will result in forfeiting your \$100.00 cleaning deposit.

No Municipally owned inventory, furniture or equipment shall be removed from the hall.

Name (Please Print)

Signature

HALL RENTAL CHECKLIST

RETURN CHECKLIST WITH KEYS

(Depending on the event, a walk through with staff may be required)

Date of Event: _____ Name of Event _____

HALL	Completed
In the winter, please turn heat down to 15 C	_____
In the summer, please turn A/C down to 21 C	_____
Bar fridge turned off and door left open	_____
Liquor bar dispensers washed	_____
Decorations taken down	_____
For large events - All garbage/garbage bags around the hall, yard, and parking lot have been removed from the property	_____
Tables and chairs are clean, wiped and stacked	_____
Hall and outside lights turned off	_____
All outside doors checked and locked	_____

BATHROOM	
Lights are turned off	_____
Check that the water is not running in the toilets	_____

KITCHEN	
If dishwasher is used, follow the instructions posted in the kitchen	_____
Dishes, pots, pans, and utensils are clean, dry and put away	_____
Stoves turned off	_____
Stoves left clean	_____
All food removed from fridge and fridge left clean	_____
Kitchen window closed and locked	_____

Comments:

PRINT NAME: _____ SIGNATURE: _____

DATE: _____ FACILITIES SIGNATURE: _____