



Cobden Agricultural Society

Thank you for booking the Cobden Agricultural Hall for your event.

Please find enclosed a copy of our Rental Application, Rental Agreement and a layout of the hall. Firstly, please take your time to read through the Rental Agreement and initial pages 2 - 4 and sign page 5.

Please note the timeline, as follows:

- | | |
|----------------------------|---|
| Within 2 weeks of booking: | Hall Booking: Rental Application, Agreement and \$200 retainer must be paid (see Booking Retainer, Page 2 – Rental Agreement) |
| Two weeks before event: | Hall layout form, showing exactly how you would the hall set-up for your event must be provided to CAS, this can be sent via email, mail etc. |
| Wednesday before event: | Payment must be made in full, completion of Hall Checklist and pick up key from CAS Office, at the hall. |
| Wednesday after event: | Return key to hall. Any garbage removed with be charged at \$5 for every bag of garbage and, if applicable, the time of cardboard box break down and the cost of any damages. |

Please make cheques payable to Cobden Agricultural Society.

If you have any questions or concerns, please feel free to contact me at 613 646 2426 or via email at cobdenaghall@gmail.com

Thank you for booking your event with and best wishes with all your planning!

Janet Simmonds
Secretary/Treasurer
Cobden Agricultural Society

Cobden Agricultural Society

Hall Rental Agreement

Between

The Cobden Agricultural Society, Referred to as the "CAS" hereinafter and

Renter's Name (Please Print)

Referred to as the "Renter" hereinafter

Hall Rental Date: _____ Type of Function: _____

Times of Function: _____

Address of Renter: _____

Email: _____ Phone: _____

Additional Contact: _____ Phone: _____

Estimated Number of Guests _____

Bar service required from: _____ pm

Base Rates**	Fee	HST	Total
With Bar Service:			
Sunday – Thursday	\$350.00	\$45.50	\$395.50
Friday – Saturday	\$450.00	\$58.50	\$508.50
Hourly Rate	\$65.00 per hour	\$8.45 per hour	\$73.45 per hour
Full day events with Renter supplied SOP (no CAS bar service):			
Any day	\$2,000.00	\$260.00	\$2,260.00
Add-Ons	Fee	HST	Total
"Serving" Kitchen*	\$50.00	\$6.50	\$56.50
"Cooking/Warming" Kitchen*	\$75.00	\$9.75	\$84.75
Dishes Rental* (per place setting)	\$1.05 pps	\$0.14 pps	\$1.19 pps
Wine Glass Rental Only	\$0.45 each	\$0.06 each	\$0.51 each
Late Lunch Service	\$150.00	\$19.50	\$169.50
Garbage	\$5.00 per bag	\$0.65 per bag	\$5.65 per bag

MULTIPLE BOOKINGS: If you are booking multiple events (ie Stag and Doe + Wedding, or multiple meetings) please contact the CAS office for special pricing.

Use of the Kitchen is not included in the Base rental fee.

*See Kitchen Management section of Terms and Conditions for full details.

1) Booking Retainer

A \$200 retainer is required at the time of booking. This fee will be retained until after the event is held. It will not be deducted from the hall rental fees. After the event, the Renter will turn in the Hall Key on the first Wednesday following the event. When the key is received in the office, the retainer will be returned to the Renter less \$5.00 per bag of garbage removed from the hall and the cost of any damages. **CAS reserves the right to keep the retainer if the Renter fails to comply to the terms and conditions of this agreement.**

2) Cancellation Policy

If cancellation occurs more than three (3) months prior to the event date, the Renter will be reimbursed for the full amount paid, less a \$50 administration fee. If cancellation occurs less than three (3) months prior to the event date, the Renter will not be reimbursed.

3) Set-up and Decorations

- The Renter will provide the CAS with instructions regarding how the Renter would like the hall set-up no later than 2 weeks prior to the event. All tables and chairs will be set-up by CAS staff. Tables and chairs **MUST NOT** be dragged across the floors. Please use extreme care if it is absolutely necessary to move tables.
- Nails, staples, and very sticky tape are not allowed on walls, tables, ceiling or floors. Damages caused by using any of the above fasteners, that results in repair costs, will be invoiced to the Renter.
- All decorating materials suspended from the centre ceiling must be installed using the existing hooks. **NO** additional fasteners may be used on the ceiling.
- No lit candles are permitted. Battery operated candles are suggested. No devices using liquid fuel are permitted (Ontario Fire Marshall's Regulations)
- The CAS does not have table or chair coverings.
- All entrance/exits marked with an illuminated 'EXIT' sign must remain unobstructed at all times.

4) Bar Management

Bar Hours

The bar at the Hall operates from the beginning of the stated time of the event until 1.00am, unless otherwise arranged, ie, closed during the supper hour.

Renters and their guests must vacate the Hall by 1.30am. A clean up crew is allowed to remain immediately following the event, however, the Renter must arrange this at the final meeting.

The CAS reserves the right to suspend bar services at their sole discretion if, personal alcohol is being consumed in or outside the building, if alcohol is taken outside of the hall or is an unsafe situation arises.

ALL ALCOHOLIC BEVERAGES MUST REMAIN IN THE HALL. ABSOLUTELY NO TAILGATING. NO PERSONAL ALCOHOL CAN BE CONSUMED IN OR OUTSIDE THE HALL.

I, _____ confirm that I understand the above information and I accept that if this happens at my event, then CAS has the right to shutdown my event immediately.

I understand that my \$200 retainer will not be returned to me.

Signed: _____

*****If this section of the rental form is not signed then your booking will NOT be honoured.*****

House Wine/Special Wine Orders

House wine is available at the regular CAS bar price, and the Renter pays for what is used. If the Renter chooses another wine, rather than the House wine brand, arrangements are to be made with the CAS no later than 3 weeks prior to the event. Every "special order" wine bottle carries a \$5.00 mark-up per 750ml bottle. No unopened bottles of wine can be taken off of CAS property and no refund will be paid for unused "special order" wine.

SOP Wine Service

The Renter is allowed to arrange for a SOP (Special Occasion Permit) with the AGCO for the dinner hour and serve wine they choose to bring in. The permit **MUST** be posted in the hall, therefore a copy must be sent through to the CAS no later than 1 week before the event. CAS staff will open and place wine on the tables. The Renter will be charged a \$5.00 corking fee for each bottle opened. Unopened bottles can be removed by the Renter at the end of the event. CAS bar services will be suspended for the duration of the SOP. All alcohol provided by the Renter must be removed from the tables prior to CAS bar service resuming.

Special Drink Orders

Special alcohol orders, ie. Brands of beer or coolers not regularly stocked by the CAS bar, are not available at this time. The CAS office can provide you a list of our regularly stocked items.

5) Kitchen Management

‘Serving Kitchen’ Rental - \$50

The ‘Serving Kitchen’ rental fee permits the Renter (and/or catering service the Renter has hired) to use the kitchen for serving only. This also includes use of the CAS coffee pots and fridges. It is the Renters responsibility to arrange removal of all leftover food from the building.

‘Warming and/or Cooking Kitchen’ Rental - \$75

This includes use of the kitchen, fridges and coffee pots as stated above in the ‘Serving Kitchen’ Rental section, with the addition of use of the natural gas stove for warming and/or cooking.

Dishes Rental

Place settings (dinner, plate, form, knife and spoon) for up to 225 guests are available for rent at a cost of \$1.05 + HST, per place setting. This includes dish washing. Wine glasses can be rented separately at a cost of \$0.45 + HST, per glass, washing included.

Renters who have not previously arranged dish rental will NOT have access to these items during their event.

It is the Renters responsibility to instruct all food helpers to leave the kitchen and refrigerator in clean condition and to advise them as to what will and what will not be available to them. Should the kitchen not be left in good condition, a \$200 clean up fee plus HST, will be invoiced to the Renter. The dishwasher in the kitchen is **NOT** available to Renters to use.

6) The Event

Maximum Legal Capacity

The Renter is hereby advised that the maximum legal capacity of the CAS hall is 450 people. At no time during the Renters event will the number of people in the hall exceed this number.

Illegal and Controlled Substances including Marijuana

The CAS maintains a zero tolerance for the possession and use of illegal and/or controlled substances throughout the CAS Hall. This includes the use of Marijuana. Anyone found in violation will be ordered to leave the CAS property immediately. Failure to comply will result in the person (s) being removed by police.

Damages

The Renter is responsible for all damages caused by the Renter, the Renter's Service Provider (s) and the Renter's guests during the Renter's occupancy of the building. In the event of damages, the cost will be deducted from the \$200 retainer. Any charges above \$200 will be invoiced to the Renter.

Lost and Stolen Goods

The CAS is not liable for any lost or stolen goods belonging to the Renter, the Renter's Service Provider (s) or the Renter's guests inside or outside the CAS Hall.

7) Final Meeting and Payment

The Renter will contact the CAS to arrange a meeting no later than two (2) weeks prior to the date of the event.

The Renter must bring the following:

1. Balance Owing
2. Completed "Final Meeting Checklist"
3. Completed "Hall Set-up Diagram"

Upon completion of this meeting, the Renter will receive a key to the Hall, which must be returned to the CAS office the Wednesday following the event. The key is not to be left in the hall following the event.

You, the Renter, are responsible for all of the Terms and Conditions of this Hall Rental Agreement. Your responsibility also extends to all guests attending your event. You, as the Renter should familiarize your invited guests and service providers with ALL the Terms and Conditions of this Agreement, especially the outside alcohol rule, to guarantee a flawless and enjoyable event.

CAS reserves the right to keep the retainer if the Renter, the Renter's guests and/or the Renter's Service Provider (s) fails to comply to the Terms and Conditions of this Agreement.

As part of the consideration of the CAS renting the above noted facility to the Renter, the renting organization and its members agree to release and discharge and to indemnify and save harmless the CAS from and against all claims and proceedings, and by whomsoever made or bought, in respect of any case, losses, damages or injury arising by reason of my/our use of the rental facilities.

The Renter acknowledges and agrees that in the event that the CAS is required to commence and/or maintain any legal action to enforce any of the terms of the rental agreement, the Renter will fully indemnify the CAS for all legal costs including the solicitor and their own client costs.

This agreement is completed on:

The ____ day of _____, 20____.

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Renter Signature

Please PRINT Renter Name

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CAS Representative Signature

CAS Representative Name