



# Cobden Agricultural Society

Thank you for enquiring about booking the Cobden Agricultural Hall for your event on \_\_\_\_\_

Please find attached a copy of our Rental Agreement, Terms & Conditions, and a hall layout for how you would like the hall set-up. Please take your time to read through the Rental Agreement, paying particular attention to page 2, under Bar Hours. If alcohol is taken out of the hall or your guests bring in their own alcohol, then your event can be shut down. If this happens then your retainer will not be returned. Please sign here and at the end of the agreement.

Please note the timeline, as follows:

Within Two weeks of booking: _____	The completed 6-page, Rental form, along with the \$200 retainer must have been received at the CAS office to secure your booking by the date shown.  If both have not been received, then your date will no longer be secure.
Two weeks before your event: _____	Full payment must be made along with collection of the hall key, <b>this is your responsibility to arrange, the office will not send out reminders.</b> Please also bring the hall layout form, detailing exactly how you would like the tables and chairs set-up. This can be sent via email.
Wednesday after event: _____	The key must be returned to the hall. Any garbage removed will be charged at \$5 a bag and, if applicable, the time of cardboard box breakdown and cost of any damages. These costs will be taken out of your retainer. If everything is good, then your \$200 retainer will be returned to you.

Payment can be made by cheque, mailed to the address below, paid by cash or credit card into the office or by sending an etransfer to [cobdenaghall@gmail.com](mailto:cobdenaghall@gmail.com)

- Please make cheques payable to Cobden Agricultural Society and return to Cobden Agricultural Society, PO Box 305, Cobden, Ontario. K0J1K0

Any questions, then please let me know, Thanks, Janet Simmonds

# Cobden Agricultural Society

## Hall Rental Agreement

Between

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

Renters Name (Please Print)

Referred to as the "Renter" hereinafter.

\*\*\*Please note that all correspondence will only be entered into with the above contact\*\*\*

Hall Rental Date: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Times of Function - Start - \_\_\_\_\_ Bar service required from: \_\_\_\_\_ pm

Finish - \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

(No later than 1am)

Address of Renter: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are organizing this event for someone else, please give the name of the person/s:

<b>Hall Rental Base Rates **</b>	<b>Fee</b>	<b>HST</b>	<b>Total</b>
<b>With Bar Service</b>			
Sunday - Thursday	\$350.00	\$45.50	\$395.50
Friday - Saturday	\$500.00	\$65.00	\$565.00
<b>Hourly Rate</b>	<b>Fee</b>	<b>HST</b>	<b>Total</b>
Sunday - Thursday	\$65.00 ph	\$ 8.45 ph	\$ 73.45 ph
Friday - Saturday	\$130.00 ph	\$16.90 ph	\$146.90 ph
<b>Kitchen Rental rates</b>	<b>Fee</b>	<b>HST</b>	<b>Total</b>
"Serving" Kitchen	\$75.00	\$9.75	\$84.75
"Cooking/Warming" Kitchen	\$100.00	\$13.00	\$113.00
Late Lunch Service	\$250.00	\$32.50	\$282.50
<b>Add Ons</b>	<b>Fee</b>	<b>HST</b>	<b>Total</b>
Dishes Rental* (per place setting)	\$1.20pps	0.16pps	\$1.36pps
Wine Glass Rental Only	\$0.60 each	\$0.08 each	\$0.68 each

Garbage is charged at \$5.00 per bag or cardboard break down. Taken from retainer after event.

### 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 or cardboard boxes broken down and 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 \$75 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.
- It is the responsibility of the Renter to ensure access to the hall and provide communication to their decorator or caterer, not the CAS office.

## 1) Bar Management

### Bar Hours – (Please mark N/A if you are not required requiring the bar)

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, including tailgating, if alcohol is taken outside of the hall or is an unsafe situation arises.

\*\*\*\*Please ask your DJ/MCEE/Band to remind your guests of this during the evening\*\*\*\*

**ALL ALCOHOLIC BEVERAGES MUST REMAIN IN THE HALL. ABSOLUTELY NO TAILGATING. NO PERSONAL ALCOHOL CAN BE CONSUMED IN OR OUTSIDE THE HALL, INCLUDING DURING HALL SET-UP.**

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: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\*\*\*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 **WILL** be removed from the tables by CAS Staff 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.

## **1) Kitchen Management**

### **'Serving Kitchen' Rental - \$75**

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 - \$100**

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 250 guests are available for rent at a cost of \$1.20 + HST, per place setting. This includes dish washing. Wine glasses can be rented separately at a cost of \$0.60 + 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.\*\*\*

## **2) 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.

## **1) 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 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

Terms and Conditions

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\_\_\_\_.

--	--

Renter Signature

Please PRINT Renter Name

--	--

CAS Representative Signature

CAS Representative Name

Date of Event:

Event:

117' ← → EXIT DOOR EXIT DOOR

OVERHEAD SCREEN

BAR

STAGE

DOOR

KITCHEN

DOOR

WASHROOMS

↑

49

↓

GLASS DOORS

FOYER

Extra Info:
Sound System required?
Overhead Screen?
Other?