



# HALL RENTAL AGREEMENT

## Client Information

<b>YOUR NAME</b>
<b>YOUR ADDRESS</b>
<b>YOUR PHONE</b>
<b>YOUR EMAIL</b>

Member     Non-member

<b>SPONSORED BY</b>
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## Event Contact

<b>CONTACT NAME</b>
<b>CONTACT PHONE</b>
<b>ALT. PHONE</b>
<b>CONTACT EMAIL</b>

## Bartending Services

### MEMBERS

1 Bartender .....\$15.00/hour  
 2 Bartenders.....\$30.00/hour

### NON-MEMBERS

1 Bartender .....\$20.00/hour  
 2 Bartenders.....\$40.00/hour

\* TWO BARTENDERS ARE REQUIRED FOR EVENTS WITH 50+ GUESTS \*  
 \*\* YOUR CATERER WILL BE SUPPLIED WITH WINE OR WATER GLASSES \*\*

## Event Details

<b>EVENT DESCRIPTION</b>	<b>EVENT DATE</b>
	<b>START TIME</b>

Is bar service required?     Yes     No

Is kitchen usage required?     Yes     No

Approximate number of guests: \_\_\_\_\_

<b>Hall Rental Fee</b>	\$700.00
Kitchen Usage (under 50 guests)	\$250.00
Kitchen Usage (over 50 guests)	\$350.00
Mandatory Cleaning	\$200.00
SOCAN Music Fee	\$60.00
<b>DAMAGE DEPOSIT</b>	\$600.00

<b>Table Set Up</b>	<b>\$30.00/table</b>
Round Table Cloths	\$20.00 each
Rectangle Table Cloths	\$15.00 each
Cloth Napkins	\$1.00 each
Champagne Flute	\$1.00 each
Slip Covers	\$6.00 each
Slip Cover Set Up	\$1.00/chair

### The prices above do not include GST

A temporary security pass for the Renter (and caterer if required) will be given.  
 There will be an additional \$25 charge for any unreturned security passes.

### PLEASE NOTE

Club members are entitled to use the clubs facilities during any event.  
 Members in good standing are never denied access to the club at any time.

Rental includes use of stereo system, pool table, bar and lounge, dance floor, dining area and use of all public restrooms. Guests have access to the front and side decks. **ACCESS TO THE MOORAGE BASIN IS STRICTLY OFF-LIMITS** due to liability concerns. Smoking is allowed outside the front doors only.

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If the kitchen was used, it must look like it did when you rented it. This includes ALL dishes washed and put away and any spills cleaned up. The bartenders are not responsible to wash any kitchen related items. If appropriate cleaning was not done, an additional charge will apply.

Should you request alcoholic beverages not available at the Club, you may submit an order which will be ordered through the Club. There is a \$12 per bottle wine corkage fee depending on membership status. This is applicable to GST and 15% gratuity. Also, any host tab will have a 15% gratuity added. For any event where there is a cash bar, it is expected that the guests tip the bartenders. **Absolutely no alcoholic beverages are allowed to be brought on to the premises.**

Any linen used must not have damage due to wax, red wine spills, ink, burns, tears etc. or there will be an extra cleaning fee, or if the damage is permanent, the full replacement cost of the linen will be charged. A clear recycle bag will be left for the linens to be put into at the end of your function.

Decorating: You may decorate only from the stairs to the back dining hall. Please do not use pins, tacks, staples or tape. Only poster board sticky stuff may be used. There are pre hung hooks along all the windows for hanging garland, tool & streamers. Remove any decorations and items you brought in. Any furniture that was moved must be returned to its original location.

**To comply with the Club's liquor license, all visitors MUST sign the club guest book upon entering the facility. If rented by a Member in good standing, that Member is responsible for signing all attendees into the club.**

**PARKING:** The majority of the parking lot is for public use. Please **DO NOT** park in the private reserved parking spaces next to the club house. These are for our Flag Officer & must be available for them at all times.

A deposit of \$600 is due upon booking.

A final billing invoice will be generated following the completion of the event.

**REFUNDS:** A full refund will be given if the cancellation is prior to 60 days.  
A 50% refund will be given if the cancellation is between 30 – 60 days.  
NO REFUND will be given if cancellation is within 30 days of the scheduled event.

I, \_\_\_\_\_ understand and accept these terms listed. I also agree to leave a signed imprint copy of my credit card to be held for any damages and for any final billing to be applied.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_