**HALL RENTAL AGREEMENT TERMS AND CONDITIONS**

1)Fifty percent (50%) of the hall rental shall be paid upon completion of the Rental Agreement and is non-refundable after 7 days of payment. The balance owing shall be paid in full 90 days prior to the event. The lessor agrees, in the event of cancellation of the event by the lessee, the lessor will attempt to lease the hall(s) for the date specified. If successful, all monies will be refunded. Failure to obtain a replacement for the lessee will result in forfeiture of all monies.

2) The lessor agrees to provide the accommodations and services stipulated in this Agreement. Should the premises become untenable by reason of circumstances beyond the lessor's control, prompt notice shall be given to the lessee and the reservation shall be considered cancelled. In this event, all monies shall be returned to the lessee and the lessor shall be released of any and all claims arising there from.

3) The lessor does not assume responsibility for losses or damages to lessee's property sustained while the lessee is on Lodge property.

4**) All decorations must not be firmly attached to the walls and/or ceilings (use masking tape or painters tape) The use of scotch tape is prohibited as are push tacks or push pins. Do not tape to the mirror balls nor spot lights**. The lessee is responsible to ensure all decorations are removed at the end of the function including balloons.

5) **Open flames**: Decorative and lighting devices with open flames shall not be used unless they are securely supported in non-combustible holders and located and protected so that combustible materials will not come into contact with or be ignited by the flame. (ie: no flames above the top of the holder)

6) Lessee bears the responsibility for any and all damages incurred to the lessor's property (this includes scratched floors caused by the dragging of tables or dragging the chair stacks) as a result of their function. The lessee assumes all responsibility for the actions of their guests resulting in injury by the actions of those guests.

7) **The throwing or dropping of confetti or like substance is prohibited. This also includes table sprinkles and the use of plastic gel filled balls.**

8) The lessee agrees that the kitchen facilities, if rented, will be left cleaned at the end of the function.

9) Access to the building will be allowed the day of the event at an agreed upon time. Should the lessee require access to the building after the event, a charge of $75.00 will apply.

10) The lessee accepts responsibility to ensure all tables are covered to prevent damage.

11) The lessee is responsible for the hall set up. However, the Management Committee will attempt to facilitate the set up providing the lessee provides a schematic one week prior to the event.

**12) No bottles of liquor or beer is permitted to be given away as prizes, LCBO cards are allowed. Any 50/50 draws or door prizes must have a license from city Hall.**

Acceptance of this rental agreement, prices, specifications and conditions are satisfactory. I hereby understand and accept all Agreement terms. Payments will be made as outlined.

**Lessee signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_