



Stittsville District Lions Club, 4-1339 Stittsville Main Street, Stittsville ON K2S 1C6
 Phone: 613-836-4964 Email: stittvillelions@gmail.com

Hall Rental Agreement

| LESSEE IDENTIFICATION | | EVENT DETAILS | |
|-----------------------|--|---|--|
| Name | | Event Date | |
| Address | | Event Type | |
| | | # of Persons | |
| Cell No. | | Hall Rental Time including Decoration Time | |
| Phone No. | | Bar Required/Time | |
| Email | | Special Occasion Permit Required [Yes/No] | |

NOTE: Food (not just snacks and coffee) must be served if alcohol is consumed during the event.

FEES

| BUSINESS MEETING | | EVENT | |
|------------------|--------------|--|--------------|
| Rental | \$125.00 | Rental (includes kitchen) | \$300.00 |
| HST (on Rental) | \$16.25 | HST (Tax 13%, on rental) | \$39.00 |
| | | Security (Stag and Doe), (HST included) | \$200.00 |
| | | Bartenders (HST included) | \$50.00 |
| | TOTAL | | TOTAL |

- 1. DEPOSIT of \$125.00 shall be provided with the contract ASAP or within 5 days to reserve the date via E-transfer or cash to gsapochetti@yahoo.ca . Please use security question “What is this for?” and the set the password as “halldeposit”. Deposit is only returned if the hall is left as it was. Clean kitchen and bathroom, floors swept, no garbage and with no damages.**
- 2. TOTAL FEES shall be paid 1 month prior to the event date via e-transfer to payments.stittville.lions@gmail.com. Please use security question “What is this for?” and the set the password as “hallrental”**
- 3. NOTE: If the lessee cancels this agreement within a month of the event date, the deposit and hall rental become a Non-Refundable Cancellation.**
- 4. BAR CLOSURE: Last call: 12:15 am Bar closes at 12:30 am Hall must be vacated by 1:00 am**



LESSEE PAYMENT

The Lessee, by signing this Hall Rental Agreement, undertakes to rent these facilities as indicated and has provided an e-transfer or cash payable to Stittsville District Lions Club.

LESSEE’S OBLIGATIONS

1. **ACKNOWLEDGEMENT:** The undersigned Lessee has entered into a **HALL RENTAL AGREEMENT** for the date of _____ and understands that these Lessee Obligations form part of the **HALL RENTAL AGREEMENT**.
2. **KEYS FOR ENTRY AND ALARM:** Keys will be provided for your event just prior to the event. It is the Lessee’s responsibility to ensure that the both doors are closed tight and the alarm system has been set and doors locked upon exiting. Be aware that if there are hanging items near sensors, you cannot set the alarm.
3. **BAR:** No alcohol can be brought on the premises by the Lessee or guests. All alcoholic drinks must be consumed in the hall and no alcohol drinks can be taken outside.
Note: Lions Club bartenders at their discretion will close down the event if this is not adhered to.
4. **FOOD:** If the Bar services are being used, the Lessee agrees to provide adequate food to meet Liquor license requirements (not just snacks) and coffee must be available.
5. **NO SMOKING:** No smoking or vaping is allowed inside building or within 9 meters of the building.
6. **DECORATIONS:** Decorations can be used, but must be removed after event. No tacks, confetti (including sparkly metallic versions or balloons having metallic confetti) are to be used. Masking tape must be used to attach temporary decorations.
7. **LIQUID SPILLS:** All spills must be reported to Bartender who will help with cleanup.
8. **LITTER:** Dry litter such as chips must be swept up.
9. **TABLES AND CHAIRS:** The Lessee is responsible to set up the tables and the tables must be wiped down before putting the tables away. All chairs are to be put away, piled 10 high and placed on the trolleys.
10. **LIQUIDS:** While cleaning the tables and hall, pour all liquids into a container and pour all liquids into the sink. Do not pour liquids, coffee or drinks into garbage bags.
11. **USE OF KITCHEN:** The Lessee is responsible to clean kitchen as it was found. Empty ovens & fridges.
12. **GARBAGE:** All garbage must be taken to dumpster at the back (south) end of the building. The Lessee must ensure that the bags are not leaking.
13. **SPECIAL OCCASION PERMIT:** The Lessee is responsible to obtain a permit to serve their own wine at a religious event. Bartenders will be responsible to serve this wine and bar will be closed during the dinner. The bar will reopen only after all this wine is consumed or removed and recorked.

SIGNATURES

| | | | |
|-------------------------------------|--|-------------|--|
| INITIAL SIGNATURE OF LESSEE | | DATE | |
| FINAL SIGNATURE OF BARTENDER | | DATE | |
| FINAL SIGNATURE OF LESSEE | | DATE | |
| Deposit returned or waived | | | |