



**LIONS HALL RENTAL AGREEMENT**

**STITTSVILLE DISTRICT LIONS CLUB INC. BOX 4 - 1339 Stittsville Main Street  
Stittsville, ON K2S 1C6 Telephone (613) 836-4964**

**Web Site: <http://www.stittvillelions.com> Contact Information:  
[info@stittvillelions.com](mailto:info@stittvillelions.com)**

<b>Lessee</b>			<b>Date of Event</b>
<b>Address</b>			<b>Postal Code</b>
<b>Email #1</b>			<b>Cell #</b>
<b>Email #2</b>			<b>Other #</b>
<b>Event Type</b>			<b># of Persons</b>
<b>Rental times</b>	<b>From:</b>	<b>To:</b>	<b>Note: Hall must be vacated by 1:30 am</b>
<b>Bar required</b>	<b>Yes</b>	<b>No</b>	<b>Notes: Bar closes promptly at 1pm, Lessee must vacate premises by 1:30 pm</b>
<b>Special Occasion Permit</b>	<b>Yes</b>	<b>No</b>	
<b>Caterer Name</b>			<b>Contact person</b>
			<b>Telephone</b>
<b>Rental for a Business Meeting</b>			<b>\$ 100.00          \$</b>
<b>Rental Fee Schedule Use of Main Hall and Kitchen</b>			<b>\$ 250.00          \$</b>
<b>Use of Bar Services (includes bartender) Yes/No Time:</b>			<b>\$ 50.00          \$</b>
			<b>HST                  \$</b>
<b>Security charge (Stag &amp; Doe)</b>			<b>(best price)          \$</b>
<b>Deposit to reserve hall/damages/cancellation (CASH with Contract)</b>			<b>\$ 100.00          \$</b>
			<b>TOTAL CHARGES      \$ _____</b>

**Note:** If the lessee cancels this agreement within a month of the event date, this damage deposit becomes a Non-Refundable Cancellation Fee.

**Lessee Obligations:** The Lessee, by signing this Lions Hall rental Agreement, undertakes to rent these facilities as indicated and has provided a current dated cheque or cash payable to Stittsville District Lions Club. Also, by the Lessee’s signature, the Lessee agrees that the separate agreement entitled Lessee’s Obligations has been read and understood and that such Lessee’s Obligations forms part of this rental agreement.

**Signature of Lessee**

**Date:**

**Signature of Lessor**

**Date:**

**LESSEE'S OBLIGATIONS:** The undersigned Lessee has entered into a **LIONS HALL RENTAL AGREEMENT** for the date of \_\_\_\_\_ and understands that these Lessee Obligations form part of the Lions Hall Rental Agreement.

**KEYS FOR ENTRY AND ALARM:** Keys will be provided for your event. It is the Lessee's responsibility to ensure that 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.

**LIQUOR:** No alcohol can be brought on the premises by the Lessee or guests.

**Note:** All alcoholic drinks must be consumed in the hall and no alcohol drinks can be taken outside. Lion's bartenders will close down event at their discretion, if this is not adhered to.

**FOOD:** If the Bar services are being used, the Lessee agrees to provide adequate food to meet Liquor license requirements.

**Note:** Failure to comply will result in Bar services to shut down.

**NO SMOKING:** No smoking is allowed inside building.

**DECORATIONS:** Decorations can be used, but must be removed after event. Only masking tape and no confetti is allowed (**including sparkly metallic versions**).

**LIQUID SPILLS:** All spills must be reported to Bartender who will help with cleanup.

**SETUP AND PUT AWAY TABLES AND CHAIRS:** The Lessee is responsible to set up and put away tables and chairs. A paid cleanup is available if desired.

**Note:** Chairs are to be piled up in stacks of ten x 3 stacks per trolley. Do not drag tables on floor.

**USE OF KITCHEN AND GARBAGE:** The Lessee is responsible to clean kitchen as it was found. Garbage must be taken to dumpster at the back and end of Hall.

**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.

INITIAL SIGNATURE OF LESSEE

DATE

INITIAL SIGNATURE OF LESSOR

DATE

FINAL SIGNATURE OF BARTENDER

DATE

FINAL SIGNATURE OF LESSEE

DATE