

## 406 Squadron Royal Canadian Air Force Alliance

406 First Ave W North Bay, ON P1B 3C4 (705) 472-3119 email: 406wing@bellnet.ca

### Hall & Kitchen Rental

Renter: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

#### Hall Rental

Non Member Hall Rental: \$ 200.00 \_\_\_\_\_

If your party requires a second bartender there will be an additional \$50 charge.

**Hall Clean-up Fee: \$ 50.00** \_\_\_\_\_

The Renter is responsible for hall clean-up when function is finished. Garbage as well as cardboard taken out to appropriate bins, break down of tables, chairs etc.. The hall should be left as you found it. If you do not want to do this there is a fee of \$50.00 for the Squadron to do the clean-up.

#### Kitchen Rental

Full Kitchen: \$125.00 \_\_\_\_\_ (No Fryer)

Half Kitchen: \$50.00 \_\_\_\_\_ (Use of counters and fridge only, no dishes etc.)

BBQ: \$60.00 \_\_\_\_\_

All the above hall and kitchen rental options require a refundable cash security deposit of \$50.00 prior to your event. If the premises are not left clean or there are damages or shortages the cash deposit will be used to rectify the issue.

SUB-TOTAL \$ \_\_\_\_\_ HST 13% \_\_\_\_\_ + Security Deposit \$50

TOTAL \$ \_\_\_\_\_

Deposit amount (50% of total): \$ \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Return Date: \_\_\_\_\_ Renter Signature \_\_\_\_\_

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

Squadron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

# **Hall Rental Agreement Terms and Conditions**

Fifty percent (50 %) of the hall rental shall be paid upon completion of the Rental Agreement. The balance owing shall be paid in full 2 weeks prior to the event. The renter agrees, in the event of cancellation of the event by the renter, the 406 Squadron will attempt to lease the hall for the date specified. If successful, all monies will be refunded. Failure to obtain a replacement for the renter will result in forfeiture of all monies.

The renter agrees to inform the Manager of the Squadron the final number of persons attending the event – 2 weeks prior. The renter is aware that the bar area will function with regular hours for members. Members may use the washroom facilities while the bar / lounge remains open.

The 406 Squadron agrees to provide the hall and services stipulated in the Agreement. Should the premises become untenable by reason of circumstances beyond the 406 Squadron's control, prompt notice shall be given to the renter and the reservation shall be considered cancelled and all monies shall be returned to the renter.

The 406 Squadron does not assume responsibility for losses or damages to the renter's property sustained while you are on Squadron property.

## **ALL LIQUOR LICENSE ACT RULES WILL BE OBEYED**

Any off premise alcohol or drugs found at your function, inside the hall, or outside, will result in automatic expulsion of said person(s), confiscation of products found and very possibly immediate closure of your function. Inform your guests of the above and also that our facility is a cash bar only. We do not take debit /credit cards. We do have an ATM.

No children under the age of 15 will be allowed in the kitchen or bar areas.

Pop and water are available for purchase at the bar. They are NOT ALLOWED TO BE BROUGHT into the Squadron. The renter will encourage patrons to return glasses and bottles to the bar.

Decorations will not be firmly attached to the walls and/or ceilings. No staples, pins, tacks etc. The use of table sprinkles or dropping of confetti or like substance is prohibited. The renter is responsible to ensure all decorations including balloons are removed at the end of the function.

Open flames: Decorative and lighting devices with open flames shall not be used unless they are securely supported in noncombustible holders / no flames above the top of the holder.

I (print name) \_\_\_\_\_ have read and agree to all above.

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

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