



# Chapple Recreation

P.O. Box 4, Barwick, Ontario P0W 1A0 CANADA

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## **Barwick Hall Rules and Regulations**

*All bookings must be made through the Chapple Municipal Office. Damage deposit of \$100.00 is required to confirm the booking.*

### **Renters Responsibilities:**

1. Ensure that all appliances and equipment are in working order prior to your function.
2. Notify the municipal office if upon entering the premises you notice something is not right.
3. Ensure that the facility is **smoke free!**
4. Supervise function and observe that all **liquor laws** are strictly adhered to.
5. Remove all liquor, gifts, and monies etc. from the hall. Chapple Recreation is **not** responsible for anything lost or stolen.
6. You are responsible for any damages incurred during the function. Any damages exceeding the \$100.00 (damage deposit) will be billed to you, this includes vandalism to the AED located in the hall.
7. Make certain **all** doors including large door at the south end are locked.
8. Ensure that all parties have left the premises prior to your leaving and locking up.
9. Shut off all lights, fans, and turn the **heat down** to **12°c**  
*(there are 3 thermostats located in the hall along the east wall).*
10. Return the keys to the municipal office the first working day following the function.  
*Any keys not returned or that are damaged will be replaced at the cost of the renter.*

### **Clean up:**

1. Clean-up must be done by noon the following day or immediately following the function in the event the hall is being rented out again.
2. Wipe down tables and chairs.
3. Stack chairs in piles of no more than 10 high and place against wall.  
*\* Please do not run table carts and stages along the walls. keep them in the center of the hall when moving to help prevent damage to the walls.*
4. Wash coffee pots and any dishes that you may have used.

5. Take all garbage (including the bathroom garbage) to outside bin, if bin is full please place excess garbage in entrance way and notify the office.
6. Remove and clean up all decorations.

Your damage deposit will be refunded after an inspection of the facilities deems that no damage has been done, all keys have been returned and that all rules have been followed.

*\* you are not required to mop after your function, but there is a mop/bucket in the kitchen/bar area for immediate clean-up of spills.*

**Thank-you for your co-operation!**