



# Chapple Recreation

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

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[www.chapple.on.ca](http://www.chapple.on.ca)

## Hall / Four Season Facility Rental Form

DATE OF EVENT..... NATURE OF EVENT.....

NAME.....PHONE.....

ADDRESS.....

COST OF RENTAL	With Liquor Permit	Without Liquor Permit	This Event
Entire Building	\$500.00	\$350.00	
Upstairs	\$200.00	\$150.00	
Ice Surface	\$300.00	\$200.00	
Clubroom	\$40.00	\$40.00	
(2) Large or Small Kitchen (for each extra day kitchen is used for your event)	\$50.00	\$50.00	
Hall Rental – keys required for additional days, there will be a <b>\$50.00 per day charge</b> .	\$50.00	\$50.00	
(1) DAMAGE DEPOSIT	\$100.00	\$100.00	
Four Season Rink Facility	½ Day: \$100.00	Full Day: \$200.00	
(1) Four Season Damage Deposit	No Liquor: \$100.00	With Liquor: \$200.00	
(2) PARTY LIABILITY	As per BFL Schedule	As per BFL Schedule  8% PST  Total:	
<b>TOTAL</b>			

Proof of Safe Transportation Strategy (check when provided)	<input type="checkbox"/>
Proof of Liquor Licence (check when provided)	<input type="checkbox"/>

○ Number of people attending \_\_\_\_\_

1. Deposit refunded after an inspection by maintenance, providing all the rules and regulations have been followed. Including inspection of grounds for littering and damage. All keys were returned.
2. Keys may be picked up **no earlier than one business day before the event**. If keys are required for additional days, there will be a **\$50.00 per day charge**.
3. Large Kitchen is included for **the day of your event only** when you rent the entire building or ice surface. Small Kitchen is included when renting Upstairs or Club Room only.
4. Proof of insurance is required for all rentals of the hall. Party Liability is available to be purchased through the municipality
5. At the end of your rental, please ensure the room is left clean and ready for the next group. This includes wiping down all tables and chairs and returning the tables and chairs to their storage area.

6. Hall renters are liable and must ensure that the facility remains SMOKE FREE. \_\_\_\_\_ Initials

7. Parties renting the facility for an event where there will be liquor served must obtain their own liquor licence.
8. Must provide a Poster as Proof of Safe Transportation Strategy (Proof of Safe Transportation Strategy is a poster for taxi, bus or other service provided to get home safe during your event).
9. All liquor must be removed from the facility immediately at the end of an event. (as stated on your special occasion permit).
10. It is the renter's responsibility to adhere to all Liquor Laws- No minor consumption will be tolerated.

\_\_\_\_\_ Initials

**\$100 / \$200 deposit required within 5 business days to hold date.**

**It is the responsibility of the rental party to pick up keys during regular office hours. Monday to Friday 8:30 a.m. to 4:00 p.m.**

Paperwork needs to be completed a minimum of a month in advance.

I/We have read and agree to adhere to the terms and conditions of this agreement:

Renting Party Signature .....

**Please make cheques as follows: Chapple Recreation**

Deposit Paid the amount of ..... By Cheque .....Cash.....E-Transfer.....

Hall / Insurance: Paid the amount of ..... By Cheque ..... Cash.....E-Transfer.....

Office Use only: Damage deposit released/retained on:.....