

Langford Schoolhouse
1694 Colborne St E, Brantford, ON N3T 5M1
info@lconserv.org <http://www.lconserv.org/>
226-802-2801 (cell), 519-647-0307 (landline)

Rental Agreement

Name: _____
Email: _____
Address: _____
Phone and email: _____
Date(s) and Times Needed: _____

Rates (includes HST where applicable)

Monday through Friday	\$ 90
Weekly, Monday to Friday:	\$ 339
Saturday:	\$ 143
Sunday:	\$ 113
Refundable cleaning fee	\$ 50
Deposit (non-refundable)	\$ 25

- The renter(s) must be a 18 years of age or older, and must be in attendance the entire time.
- At the time of application, a \$25 deposit for the hall and a \$50.00 refundable cleaning fee is required. The fee is refunded if the hall is left in a clean and presentable state comparable to how it was on arrival
 - The account balance is due 14 days prior to the event.
 - The Renter shall contact the hall manager to review the setup requirements
 - Rental time includes set-up and take-down time. Should these times be overstayed, extra charges may apply.
 - The Renter agrees to take all reasonable steps to ensure that the event is carried on in a safe and orderly manner to ensure the safety of all people attending or working at the event.
 - Non-licensed gambling or gaming activities are not permitted (e.g. Raffles, 50/50 Draws, Crown and Anchor, arm's length of tickets). A license is required if you are selling raffle tickets to see if you have the lucky number to win a prize.
 - The Langford Conservancy is dedicated to reducing waste. **The Renter agrees to take all garbage/recycling/compost away after the rental**, and to clear tables, chairs, counters and sweep floors of debris at the completion of the rental agreement.
 - The Langford Conservancy assumes no responsibility for personal injury or damage or for lost or stolen articles of the permit holder, or anyone attending the function.
 - Failure to comply with the Rental Agreement may result in the event being shutdown and loss of future permitting privileges.
 - The **Smoke Free** Ontario Act designates all public buildings as smoke free. **Please ensure that your guests do not leave cigarette butts on our grounds.**
 - The Renter shall not suspend items from the ceiling, including piñatas.
 - The Renter shall not decorate the facility unless they have prior approval by the Langford Conservancy. Helium balloons are only permitted if prearranged. Suction cups, magnetic clips, and green painters tape may be used. The Renter may not use tacks, screws and other tape to affix

objects to walls, windows, floors, doors, tables, chairs and ceilings and may not use tape on the floors. The Renter must **remove all decorations and adhesive materials** at the end of the event.

14. Candles are permitted if they are used on a birthday cake or fully enclosed in a nonflammable container such as a hurricane glass. The Renter shall ensure that candles are not left unattended

15. The Renter shall not use of any special apparatus such as, but not limited to; smoke machines, bouncing castles, tents, and scissor lifts/skyjacks, etc. without the prior approval of the Langford Conservancy. Any additional requirements for the use of such apparatus (e.g. insurance, CSA approval, building permits) must be agreed upon and followed by the Renter.

16. The Renter shall not play music, whether recorded or performed after 1:00 a.m. and shall ensure the facility is cleared of guests by 1:30 a.m., with the exception of event organizers who are permitted to remain for clean-up purposes until 2:00 a.m.

17. The Renter shall ensure that the use of rice, confetti, decorative sparkles or glitter is not permitted in the facility.

18. The Renter is responsible for paying any damages to property, buildings, furnishings, supplies or equipment.

19. The renter shall comply with the facility's Fire Safety Plan as follows; Make note of all locations of Fire Pull stations and Fire Extinguishers. Make note of all fire exits. **DO NOT BLOCK EXITS.** All exits must be kept clear at all times. Fire regulation clearance is 3'6" for all doors.

20. All deposits for the hall are non-refundable (\$25). Renters renting the facility for a single event date will be permitted to terminate the rental agreement if notice is received 14 days prior to the rental date. Renters renting the hall for multiple event dates may cancel any date if written notice is received 14 days in advance.

21. The renter agrees to observe, comply with, keep and enforce all applicable laws and regulations, all insurance and related documents, and all rules, regulations and bylaws of the Langford Conservancy, Provincial or Federal regulations, not limited to, matters affecting sanitation, health, fire prevention, safety, noise and crowd control.

22. No pets are allowed in the building. If you have a dog outside, please pick up after your pet.

I, _____, Representing _____
(Print Name) (Name of group, organization)

have read and on behalf of the Renter agree to rent the Langford Schoolhouse on the dates and times and for the intended purposes as indicated, and to pay the fees and to ensure compliance with the terms and conditions of this agreement.

I acknowledge that no alcohol will be consumed on the Langford Schoolhouse property, or given as a prize, unless I show proof of insurance, provide a copy of a permit to serve alcohol and ensure that I meet the Smart Serve requirements of the Langford Conservancy. Please see *the following document* for detail or email info@lconserv.org for details.

Dated this _____ day of _____ 201__.
Signature

Payments can be taken as cash, check, or e-transfer to info@lconserv.org. Checks made out to:
Langford Conservancy, 27 Ronald Rd., R R 8 Brantford ON N3T 5M1