

Rental Agreement - Alcohol Policy

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

Name: _____

Email: _____

Address: _____

Phone and email: _____

Date(s) and Times Needed: _____

Number of Occupants Expected: _____

Will you be serving alcohol?: _____

How did you hear about us? _____

Rental Fees (Includes HST)

25\$ non-refundable deposit is due at the time of the hall viewing to secure date and time along with signed application paperwork.

Please Note: cleaning fee for events with alcohol will be \$100.

\$100 cleaning fee will be returned upon inspection after the rental provided the hall meets cleaning standards.

Rental fee and cleaning fee are due 7 days before the rental date. We prefer e-transfers sent to info@lconserv.org but we also accept cash or cheques.

Monday through Friday:

\$100 + \$100 cleaning fee (refundable) = \$200

Weekly, Monday to Friday:

\$350 + \$100 cleaning fee (refundable) = \$450

Saturday:

\$150 + \$100 cleaning fee (refundable) = \$250

Sunday:

\$125+ \$100 cleaning fee (refundable) = \$225

Deposit Received: \$ _____

Method: _____

Cleaning Fee Received: \$ _____

Method: _____

Rental Fee Received: : \$ _____

Method: _____

Terms and Conditions

1. The renter(s) must be a 18 years of age or older, and must be in attendance the entire time.
2. At the time of application, a \$25 deposit for the hall and a \$100.00 refundable cleaning fee is required. The fee is refunded if the hall meets the standard of the cleaning checklist.
3. Full payment is due 7 days prior to the event.
4. The Renter shall contact the hall manager to review the setup requirements
5. Rentals which will have alcohol either being served or given as gifts/prizes will:

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a. Ensure that you have someone with a Smart Serve certificate (recent within the last 3 years) who will be at the event for the entire time. If you do not have someone within your party with Smart Serve, please let us know and would like this service, we can help organize someone for you, for an additional cost. Please go to <https://www.smartserve.ca/> to learn more.

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b. Ensure that your **Smart Serve person applies** for a [Special Occasion Permit \(SOP\)](#) for a private event. Please note, there is a difference between an event where alcohol is being sold versus not being sold. An SOP is needed any time alcohol is offered for sale **or** served **anywhere** other than in a licensed establishment. Permits cost between \$25-75. **The designated Smart Server at your event must be listed on this permit.** Please go to http://www.agco.on.ca/en/whatwedo/permit_special.aspx to learn more and thoroughly review the permit application linked to above.

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c. Provide proof of special occasion insurance (with 2 million dollars liability of coverage). **The Langford Conservancy must be listed under “Additional Insured.”** There are several companies that carry this type of insurance, but [PAL Insurance](#) has several simple and affordable plans that we would recommend.

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d. Provide both the Special Occasion Permit and Insurance card copy to the Langford Conservancy representative 14 days prior to the event.

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e. Agree to pay the \$100 refundable cleaning deposit for events with alcohol which is refunded after the hall has been inspected and left clean.

5. Rental time includes set-up and take-down time. Should these times be overstayed, extra charges may apply.

6. 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.

7. 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.

8. 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.

9. The Langford Conservancy is dedicated to reducing waste. **The Renter agrees to take all garbage/recycling/compost away after the rental, including from the washrooms** and to follow the cleaning guidelines provided prior to completion of the rental time

10. 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.

10. Failure to comply with the Rental Agreement may result in the event being shutdown and loss of future rental privileges.

11. The Langford Schoolhouse is smoke free. To avoid losing your cleaning fee refund, **please clean up any cigarette butts on our grounds. Encourage your guests to use the metal cans just outside the front door.**

12. The Renter shall not suspend items from the ceiling, including piñatas.

13. 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 or risk losing the cleaning fee refund.

14. Candles are permitted if they are used on a birthday cake or fully enclosed in a non-flammable 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.

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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. 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.

20. 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, and Provincial or Federal regulations, not limited to, matters affecting sanitation, health, fire prevention, safety, noise and crowd control.

21. 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 alcohol will be consumed or given as a prize during the rental period and I have provided proof of insurance, a copy of my permit to serve alcohol and I will meet the Smart Serve requirements of the Langford Conservancy.

Dated this _____ day of _____ 201__.

Signature_____

Payments are preferred by e-transfer (info@lconserv.or) but we also accept cash or cheques.

Cheques can be made out to:

Langford Conservancy, 27 Ronald Rd., R R 8 Brantford ON N3T 5M1