



**Municipality of Brooke-Alvinston
Rental Agreement for the Upper Hall
At the B.A.I. Community Centre Complex**

3310 Walnut Street, Box 28
Alvinston, Ontario, N0N 1A0
Office phone- 519-898-2173
Fax- 519-898-5653

Name: _____ Date of Event: _____

Time of Event: _____ Type of Event: _____

CONDITIONS OF AGREEMENT

The undersigned agrees to leave the property and its contents in the same condition in which it was found and agrees to pay the cost of any damage to the building and /or loss or damage to any equipment belonging to the Municipality of Brooke-Alvinston.

The undersigned agrees to indemnify and save harmless and keep the Corporation of the Municipality of Brooke-Alvinston, its servants and agents against any legal liability for losses, damages claims action demands, law suits and cost arising directly or indirectly by virtue of this rental agreement.

Notice of Cancellation must be at least 30 Days' Notice prior to the event to be refunded Full Payment of the Upper Hall. The Rental of the Upper Hall is paid in full at the time of signing the Rental Agreement. A Damage Deposit of \$75.00 is required at the time of signing the Rental Agreement which is refundable after the event has taken place and the Hall is inspected for any damages, and is in the same condition as it was before the Event.

It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for the event. Smoking is strictly prohibited in the facility. Anyone violating the by-law could result in charges to the individual and/ or user group. We require a copy of the license(s) prior to the event. **Pyrotechnics are strictly prohibited.**

The Municipality of Brooke-Alvinston reserves the right to pre-empt any event should the need arise. The renters are responsible for the cleaning of the kitchen (example cleaning of dishes pots and pans) if it is used by the renter.

Upper Hall Charges

Upper Hall Rental- 4 hours or less- \$39.82plus H.S.T.
Upper Hall Rental- 4 hours or less with Kitchen- \$59.82 plus HST
Upper Hall Rental-over 4 hours - 75.22 plus H.S.T.
Upper Hall with Kitchen over 4 hours- \$97.34 plus H.S.T.
Upper Hall with Kitchen & Bar over 4 hours- \$110.62 plus H.S.T.

Damage Deposit- \$75.00 (separate cheque, refunded following inspection of facility after event).

I /We have read the above agreement and agree to comply.

Name: _____
Mailing Address: _____
Postal Code: _____
Phone: _____
Email: _____

Make all cheques payable to: **The Municipality of Brooke-Alvinston**

AGREEMENT PRICES

Upper Hall Charge \$ _____
H.S.T. \$ _____
Total Cost \$ _____

Damage Deposit \$75.00 _____ (separate cheque dated 2 weeks prior to Event.)

It is up to the renter to ensure that all applicable liquor licenses and permits are in place prior to the event. Insurance is not offered by the Municipality of Brooke-Alvinston but is recommended. All the guests attending the event are the responsibility of the renter of the Hall.

Date: _____

Renter: _____

Brooke-Alvinston Staff: _____