

Resort Village of Manitou Beach

Community Hall Rental Policy – #112/2016

1. An “Application to Rent” as attached, is required by all renters, setting out the terms and conditions of use, rental fees and signature of renter(s) prior to the event.
2. A deposit equal to 50% of the rental is required upon booking.
3. Deposit is refunded if the event is cancelled in writing within 30 days of the event date.
4. The key to the Community Hall will be issued once the application and rental fees are paid, and only within a reasonable amount of time prior to the event.
5. Smoking is prohibited in the Community Hall.
6. The deposit may be used toward the payment of the rental.
7. Renter(s) are responsible for supervision inside and around the vicinity of the hall.
8. Renter(s) are responsible for the set up and tear down of the event. Tables and chairs and other items located within the hall may be used, but must be left in the same condition as found.
9. Do not use tacks, tape or nails on the walls – use the cork area for decoration placement.
10. Renter(s) is responsible for the removal of all equipment, bar supplies, garbage, decorations and other items brought into the event by 10 a.m. the following morning unless a prior booking requires earlier clean up. Garbage bags are supplied by the Village (garbage and recycling should be placed in the outside bins). Floors should be swept and mopped. Additional janitorial duties resulting from non-compliance of the above will be charged to the renter.
11. Kitchen is to be left clean. Stove tops, inside of oven, sinks, cupboards, counter tops, table tops, and fridge are also to be left clean. Dishes, cutlery and other utensils/dishware and coffee pots are to be washed and put away in the proper area. All appliances are to be turned off. Cleaning supplies are available and can be used by the renter (supplied by the Village). Additional janitorial duties resulting from non-compliance of the above will be charged to the renter.
12. Do not use Javex, cleaning solutions or other harsh chemicals on the flooring.
13. Confetti is not permitted in the Community Hall.
14. Teen dances require a minimum of four (4) chaperones.
15. The Village does not supply electronic equipment.
16. If liquor is for sale, the renter is responsible to obtain the proper licenses for their event.
17. The Village will not be held responsible for any items left at the Community Hall.
18. The Resort Village of Manitou Beach office reserves the right to withhold use of the hall in case of emergency.
19. Renter is responsible for the following upon leaving the hall:
 - a. All lights, ceiling fans, electrical and gas appliances to be turned off.
 - b. All exhaust - including stove exhaust – and all fans to be turned off.
 - c. Furnace to be set to between 15 – 17 degrees.
 - d. All exterior doors to be locked.

Any damage resulting in non-compliance of the above will be the responsibility of the renter(s).

20. Rated Capacity: 80 chairs SEATING
 103 persons DANCING
 103 persons RATED CAPACITY

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Community Hall Rental Policy #112/2016: APPLICATION TO RENT

I, _____ from/representing the _____
of _____ make application to rent the Resort Village of Manitou Beach
Community Hall for an event, as follows, on the _____ day of _____, 20____, and Agree to the
terms and conditions as set forth in the Resort Village of Manitou Beach Community Hall Rental Policy
(#112/2016).

EVENT TYPE	FROM (TIME)	UNTIL (TIME)
_____	_____	_____

RATES: \$40.00/hour with a **3 hour minimum charge** or \$250.00 per day – 50% Deposit required with booking.

Your rental is calculated as follows: _____ hours X \$40.00/hour(3 hour min.) = \$ _____ rental fee, or,
_____ day(s) X \$250/day = \$ _____ rental fee.

I/we understand and agree that the goods and chattels to be stored in the Community Hall will be at the renter(s) own risk, and as the renter(s), I/we are responsible for liability insurance.

As the renter(s), I/we agree that I/we will indemnify and save harmless the Resort Village of Manitou Beach against any loss, damage or expense which the Village may incur by reason of this rental, whether or not such loss, damage or expense; from key pick up until key return.

Name(s) of renter: _____
(Please Print Legibly) (Please Print Legibly)

Signature(s) of renter(s): _____

Attach photocopy of renter's Driver's License to this form.