



**SUBMIT FORM**

**HALL RENTAL APPLICATION**

Name of Group or Individual(s): \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Rate Payer/Resident of County of Prince Edward: Yes  No

Name of Hall required: \_\_\_\_\_ Date(s) \_\_\_\_\_

Open Time: \_\_\_\_\_ Close Time: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_ Guest Leave Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Do you require setup time outside of your rental time? Yes:  No:  County Staff Time

Set up Time: \_\_\_\_\_ Clean up Time: \_\_\_\_\_  
(Additional charges may apply)

Will there be Alcohol at your function? Yes:  No:  Provider: \_\_\_\_\_

Bar Opens: \_\_\_\_\_ Bar Closes: \_\_\_\_\_

*The County of Prince Edward follows the Liquor Licensing Act of Ontario and reserves the right to operate a bar in a County Facility. If the County chooses not to operate the bar, it is the responsibility of the applicant to obtain a Special Occasions Permit from the LCBO and provide proof of liability insurance in an amount of not less than \$2,000,000 with the Municipality being named as an additional insured on this policy. Special Event Insurance Policies can be purchased from the R.P.C. Department office at a cost. All renters must follow the provisions of the Liquor Licensing Act and the Alcohol and Gaming Commission of Ontario. Proof of Smart Serve Certification is required for all servers and ticket sellers.*

**Do you require the following County Equipment?** (Where Available & Additional Charges may apply)

**Note: For Safety Reasons, Ladders are not available for use of the renter.**

Yes:  No:  Please check all required:  
 Chairs  Podium  Screen  Tables  Microphone   
 TV/VCR  Dishes  Overhead  Staging  Other \_\_\_\_\_

For PECC & the Crystal Palace decoration rentals are available. Please inquire if interested.

**Special Event Information:**

Decorator: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Caterer: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Deliveries to be accepted: \_\_\_\_\_

**Please note:** it is expected that all equipment, decorations, food etc. leave the premises the same evening. If not, additional charges may apply, please specify when pick up will be: \_\_\_\_\_

**Fees and Charges:**

Rental Rate(s): \_\_\_\_\_

Damage Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_

GST: \_\_\_\_\_

**Total Charges:** \_\_\_\_\_

*(The damage deposit/cancellation fee is refundable providing the hall and contents are left in the same condition that it was found. Please report any concerns to our office or the caretaker upon entry of the hall. A minimum of 4 weeks notice is required should you chose to cancel your booking & have the cancellation fee returned)*

**Additional Comments:** \_\_\_\_\_

**THE FOLLOWING CONDITIONS HAVE BEEN READ AND AGREED UPON AT SIGNING:**

1. THAT I/We have authority to make this application on behalf of the above named group or individual(s) and to bind the said group or individual(s) to the provisions herein.
2. THAT I/We understand that I/We am/are personally responsible for the supervision of the hall during the rental period and so long as the hall is occupied, and that I/We am/are personally responsible for the conduct of all those in attendance in the hall and for payment to the County for any damage caused to the facility during this rental.
3. THAT I/We understand that Service Animals will not be permitted in the immediate area where food is being prepared, as per Health Unit Regulations and that Service Animals are permitted in areas where food is being served/consumed.
4. THAT for an evening rental the building is to be vacated no later than 1 a.m. of the following morning unless otherwise arranged.
5. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
6. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
7. I/We agree to adhere to the consumption of alcohol provisions as outlined on page one of this application.
8. I/We agree to waive any claims against the Corporation of the County of Prince Edward or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held in this facility. I/We understand that the Corporation of the County of Prince Edward assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
9. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other County facility at the time of a future application.

I/We have read and agree to abide by all the conditions specified in this agreement for use of the facility/hall: (Note, if submitting electronically signature must be completed at time of payment)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once Complete Click on the Submit Button in the Right Hand Corner of First Page or Print Off and Mail/ Drop off.**