



STITTSVILLE DISTRICT LIONS CLUB INC.
4 - 1339 Stittsville Main Street
Stittsville, ON K2S 1C6
Telephone (613) 836-4964



LIONS HALL RENTAL AGREEMENT

LESSEE

Name _____ Date of Event _____
 Address _____
 Address _____ Prov _____ Postal Code _____
 Telephone (H) _____ (O) _____ (C) _____
 Type of Event _____ Number of people(est) _____
 Rental times – From _____ TO _____ (Hall must be vacated by 1:30 am)
 Bar required? Yes No Bar Times Start _____ to 1:00 am
 Kitchen required? Yes No
 Special Occasion Permit Yes No

CATERER

Name _____ Telephone _____
 Contact person _____

RENTAL FEE SCHEDULE

Use of Main Hall and Kitchen	\$200.00	_____
Use of Bar Services(includes bartenders)	\$ 50.00	_____
Security charge (if required)	\$100.00	_____
Paid Cleanup (optional)	\$ 50.00	_____
Damage Deposit / Cancellation Fee *	\$100.00	_____
HST (Rental portion only)	\$	_____
TOTAL CHARGES	\$	_____

- If the lessee cancels this agreement within a month of the event date, this damage deposit may become a Non Refundable Cancellation Fee.

LESSEE OBLIGATIONS

The Lessee, by signing this Lions Hall rental Agreement, undertakes to rent these facilities as indicated and has provided a current dated cheque or cash payable to Stittsville District Lions Club. Also, by the Lessee's signature, the Lessee agrees that the separate agreement entitled Lessee's Obligations has been read and understood and that such Lessee's Obligations forms part of this rental agreement.

DATE _____ Signature of Lessee _____

DATE _____ Signature of LESSOR _____

LESSEE'S OBLIGATIONS

The undersigned Lessee has entered into a **LIONS HALL RENTAL AGREEMENT** for the date of _____ and understands that these Lessee Obligations form part of the Lions Hall Rental Agreement.

KEYS FOR ENTRY AND ALARM : Keys will be provided for your event. It is the Lessee's responsibility to ensure that the alarm system has been set and doors locked upon exiting.

LIQUOR : No alcohol can be brought on the premises by the Lessee or guests. All alcoholic drinks must be consumed in the hall and not taken outside. Lion's bartenders will close down event ,at their discretion, if above obligations are not adhered to.

FOOD : If the Bar services are being used,the Lessee agrees to provide adequate food to meet Liquor licence requirements. Failure to comply will result in Bar services to shut down.

NO SMOKING : No smoking allowed inside building.

DECORATIONS : Decorations can be used, but must be removed after event. Only masking tape and no confetti allowed.

LIQUID SPILLS : All spills must be reported to Bartender who will help with cleanup.

SETUP AND PUT AWAY TABLES AND CHAIRS : The Lessee is responsible to set up and put away tables and chairs. A paid cleanup is available if desired.

USE OF KITCHEN AND GARBAGE : The Lessee is responsible to clean kitchen as it was found, with garbage removed to Dumpster.

SPECIAL OCCASION PERMIT : The Lessee is responsible to obtain a permit to serve their own wine at a religious event. Bartenders will be responsible to serve this wine and bar will be closed during the dinner. The bar will reopen only after all this wine is consumed or removed and recorked.

DATE _____ **INITIAL SIGNATURE OF LESSEE** _____

DATE _____ **INITIAL SIGNATURE OF LESSOR** _____

DATE _____ **FINAL SIGNATURE OF BARTENDER** _____

DATE _____ **FINAL SIGNATURE OF LESSEE** _____