

Brentwood Community Centre Rental Agreement
9926 County Road 10
Brentwood, Ontario
Email: brentwoodhallrental@gmail.com

Rental Pricing
HST Included in Pricing

Weekend Full Day	\$200 / Day	
Weekday Full Day	\$150 / Day	<u>Mandatory Fee</u>
Weekday Hourly Rental	\$25 / Hours (Max 3Hrs)	Security Deposit: \$150 No HST
Wedding Package	\$650	Operations Fee: \$25 No HST
Wedding Package Reception Outside	\$850	

- Includes Friday evening 5-10pm, Saturday All Day, and Sunday until 12pm
- Weddings having a reception outside are in reference to weddings that have a licenced area
- Please ask for a wedding package which includes a second agreement

Renter Agreement and Conditions

1. Weekend is classed as a Friday, Saturday or Sunday.
2. A non-refundable deposit of 50% is required to secure your date of rental upon booking. Balance of rental fees AND security deposit are due 3 days before event.
3. Payments can be made by e-transfer. The Security Deposit MUST be sent in a separate e-transfer then the main booking payment.
4. The Security Deposit will be held for 7 Days following the event. The Security Deposit will be refunded once the facility has been inspected and only if it has been deemed as free of damages, garbage and cleaned.
5. Garbage must be removed from the Hall or the security deposit will be forfeited.
6. A Liquor Licence is required for ALL events that have alcohol available.
7. Maximum hall capacity for sit down event is 75 and for standing event is 88 people.
8. The Hall Board members reserve the right to revise, at any time, any rules in respect to the welfare of the facility.
9. Renter must also agree to and sign Clearview Townships rental contract (available on www.discoverclearview.ca/parks-trails-facilities/facilities/community-halls)
10. Kitchen Access:
 - The renter is responsible for general clean-up of the kitchen area
 - All equipment, dishes, and food inventory within the kitchen is property of the Brentwood Community Centre. Additional costs may be added for missing or damaged articles
 - The renter is responsible for the proper care of all equipment and dishes within the kitchen area
11. Bar Facilities:
 - No bar supplies are included in the hall rental
 - All alcohol must have a liquor license and a copy of the licence must be emailed to the rental contact.

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Name of Renter/Group: _____

Date of Rental: _____

Initial each line as Acknowledgment of Understanding:

_____ I will remove all garbage or will potentially forfeit my security deposit.

_____ If liquor is being served or available a Liquor License has been obtained and a copy provided to the hall.

_____ No decorations of any kind will be attached or hung from the walls, if damage to the hall occurs due to this my security deposit will be forfeited.

Email Address of Contact Person: _____

Phone Number of Contact Person: _____

Purpose of Rental: _____

Total Rental Fees: \$_____

Total Rental plus \$25 Operations Fee: \$_____

Total Deposit (50%): \$_____ Date Received: _____

Balance Received: \$_____ Date Received: _____

Security Deposit: \$_____ Date Received: _____ Date Returned: _____

Signature of Renter _____ Date: _____

Signature of Hall Rental Representative _____ Date: _____