

THE DUNTROON HALL

RENTAL AGREEMENT

9025 COUNTY ROAD 91 DUNTROON, ONTARIO L0M 1H0

EMAIL: theduntroonhall@gmail.com

WEBSITE: www.theduntroonhall.com

LIKE US ON FACEBOOK

UPPER & LOWER HALL: \$450.00 INCL HST + Bartender & Corkage Fee

- Includes the upstairs dance hall with bar, stage and piano (capacity 265 with alcohol, 299 without alcohol) and the downstairs dining hall (capacity 106 with alcohol, 123 with no alcohol) plus kitchen facilities (2 stoves, 2 fridges)

LOWER HALL ONLY: \$125.00 INCL HST

BOWLING ALLEY ONLY: \$50.00 INCL HST

- Two lanes with automatic pin setters and foosball table
- Equipment switches located inside and to the left of the alley access door on your left as you enter the lower hall

LOWER HALL & BOWLING ALLEY: \$150.00 INCL HST

- Includes lower hall, kitchen facilities, and bowling alley

GENERAL

- Keys for the hall are to be accessed and immediately returned to the key lock-box which can be found to the left of the hall entry door
- Balance of the rent owed must be paid at the end of the event
- No straw, hay, or any decorations that will damage the hall are permitted
- No smoking in the hall or on hall/park property
- Failure to remove all garbage and recycling from the premises will result in immediate loss of damage deposit (\$100)

BAR

- The Hall holds a \$100 security deposit in trust for any event with a bar to pay for extra cleaning expenses/property damages
 - The deposit will be returned to the renter within two months following the event
 - **If damages/cleaning cost exceed \$100 the renter will be billed directly**
- Public liability insurance is **ONLY** required for public events (ask booking agent for further details)
- It is recommended that taxi/bus services are arranged to prevent drinking and driving
- LCBO Special Occasion Permit must be obtained by the renter and posted behind the bar with the beer/liquor receipts
- The renter and SOP permit holder are responsible for ensuring alcohol sales/drinking is limited to people 19 years and over (no underage drinking is permitted)
- Hall Supplied Bartender Fee = Two bartenders at \$20.00/hour each
- Corkage Fee = \$25.00 per empty 40oz bottle (including equivalent sum of those partially empty)
 - Corkage fee includes; mix (pop/juice), ice, and cups
- The renter provides the alcohol (40 oz liquor bottles only)
- Jello shooters/gummy bears are **not** permitted
- No coolers or troughs permitted outside of bar area
- The bar closes at or before 2:00am, last call is **not** permitted

CLEANUP/CLOSING CHECKLIST

- All garbage and recycling to be removed from the premise
- Remove all food, liquor, empties, and decorations at the end of the event
- Make sure washrooms are in good order and no water is running
- Sweep floors
- Put all tables and chairs back in the original place
- Clean and put away all dishes, leave towels hanging
- Turn off all lights
- For bowling alley; turn off ball return and compressor
- Ensure Hall is left in the same condition as you found it
- Please respect our neighbours
- Return the keys to the lock-box beside the entry doors

The Duntroon Hall

is a volunteer run hall, please be respectful

Failure to comply with the above rules will result in loss of damage deposit

THE DUNTROON HALL

RENTAL AGREEMENT

- **I am in agreement with the conditions for the rental agreement described above:**

Renter(s) Name(s): _____

Renter's Signature: _____

Renter's Email: _____

Renter's Mailing Address: _____

Date of Signing: _____

Date of Rental: _____

Please Check off which of the following is applicable to your event:

- Upper & Lower Hall (\$450.00) + bartender & corkage fee**
- Lower Hall Only (\$125.00)**
- Bowling Alley Only (\$50.00)**
- Lower Hall & Bowling Alley (\$150.00)**

Total Rental Amount = \$ _____

Please indicate the nature of your event (buck n doe, wedding, birthday, etc.):

→ **Failure to comply with the above rules will result in loss of damage deposit + possible future charges**

→ **Include a completed and signed copy of the rental agreement with your deposit cheque (payable to THE DUNTROON HALL)**

→ **If your event has alcohol, please include a completed and signed copy of the Clearview Townships Municipal Facility Rental Contract/Alcohol Risk Management**

→ **Mail to: 9025 County Road 91 Duntroon, Ontario L0M1H0**

→ **Any questions or concerns please email theduntroonhall@gmail.com, a contact sheet is listed below if any issues arise during your event**

CONTACT LIST

FACILITIES COORDINATOR: GORD		705 888-9514
	JIM	705 441-0671
	MARK	705 444-4355
	DAVID	705 446-7203
BOOKING INQUIRES:	MONICA	705 443-2322
TREASURER:	MARY	705 446-2950
BAR/CLEANING:	MONICA	705 443-2322
COMMUNICATION:	NICOLE	705 888-2683