

Willoughby Community Hall Society
TERMS AND CONDITIONS FOR RENTAL AGREEMENT

1. All Rental and Damage fees must be submitted when signing the Agreement to secure the date. The Damage Deposit minus any applicable fees will be returned after the event has taken place and all concerns by the “Hall Society” are satisfied. Therefore, any applicable fees will be deducted. The rental group and/or individual causing damages, whether accidental or malicious, to the facility, property including furnishings, equipment and/or fixtures will be held financially responsible for repairs. Any need for additional janitorial cost or replacement of damages in addition to the established rental fees. The group is also responsible for call out fees if the fire alarm is pulled. Windows and doors should be kept closed to retain the cool air from the AC in the summer and to retain the heat from the furnace in the winter.
2. Renters are responsible for setting up and putting away tables and stacking chairs in designated areas. If they are not left clean or stacked properly a \$50.00 cleaning and restacking charge will be deducted from the damage deposit. It is important to wipe off kitchen counters, fridge, stove/oven, tables & chairs. All traces of decorations are to be removed. Garbage must be removed from the facility and property. All cleaning and garbage removal to be completed by 1:00am, no exceptions. The Renter is responsible for removal of garbage and cigarette butts in the parking lot and around the Hall property. A \$50.00 fee will be deducted for removal of garbage and any extra cleaning involved. Floors are to be dry mopped or swept and sticky spots to be spot mopped. *Do not wet mop the wood floors. Take all garbage including washrooms garbage away, thermostat kept at 65 degrees, lock all inside windows and doors and turn off lights, and key returned to designated spot.
3. The individual whose name is on the “Agreement” must be 19 years of age and must remain in attendance at the scheduled event for the duration of the time specified in the Agreement. The Agreement is not transferable. The “Hall Society” does not accept any liability whatsoever for damages, loss of property or personal injury that may result to anyone attending the event or to any representative of the rental group. The rental group and/or individual is solely responsible for any such loss, damage or injury that may occur and at the discretion of the “Hall Society”. Event Liability Insurance of \$5 million (with alcohol) and \$2 million (without alcohol) is required for any event. No lit candles, tape, staples or nails to be used on the walls.
4. The rental group and/or individual agrees not to assign, sublet, or apportion the whole or any part of the facility and not to charge fees and admissions without the prior consent of the “Hall Society”. The rental group agrees to pay the full cost for additional staff as deemed necessary by the “Hall Society” to ensure the proper and safe use of the facility for the purposes indicated on the Agreement.
5. The consumption of alcohol in any form is only permitted in the facility with an appropriate permit posted in a visible location. The rental group and/or individual is responsible for payment of any applicable license fees to copyright societies (eg. SOCAN) with respect to playing live or recorded music

Willoughby Community Hall Society
TERMS AND CONDITIONS FOR RENTAL AGREEMENT

Loud music must be shut down at 11:00 PM. (as per Municipal Bylaws)

The “Hall Society” retains the sole and exclusive right to operate or sublet all concessions in the facility and area where the alcohol is being served. The Renter and the renter’s invitees shall comply with all municipal laws, rules and regulations of the Township of Langley, or other authorities having jurisdiction over the Facility including without limitation strict observance of all noise by-laws. The Renter and invitees shall refrain from making excessive noise outside the facility at all times.

6. Willoughby Hall is designated as a “Smoke Free” area. Smoking is not permitted in or around the Premises and Property. (as per Municipal Bylaws) Smoke /Fog machine will set off fire alarm, resulting in Fire Department response. The Rental Group and/or individual agree not to construct, erect, or attach any fixtures or service whatsoever to any part of the facility without prior consent of the “Hall Society”.

7. The “Hall Society” reserves the right and privilege to amend or cancel a Facility Rental Contract at any time. Every effort will be made to notify the renter within a reasonable time to reschedule the booking. Facility Rental Agreements may be cancelled if they are secured under misrepresentation.

A notice of cancellation by the authorized agent of the rental group must be received prior to a booking date or within the period specified on the Agreement to receive a full credit or refund. In the event the Facility is rented for an evening function, the Renter shall ensure that the function is concluded no later than 12:00 midnight.

*All refunds are sent out mid month and at the end of the month.

*Repairs to the AED in a non-emergency situation will be at renter’s expense.

*Only thumbtacks allowed on upper gray area of main hall, not on doors, white trim, and kitchen walls. Items should not be hung from the ceiling.

Please Note

If a renter is ordered or instructed to vacate the building by a fireman, police officer or any government agent or official; the damage deposit will be automatically forfeited and all other charges will be billed separately to the renter, including a false fire alarm response.