



**LOCAL SERVICES BOARD OF RESTOULE
Community Centre Rental Application**

Name of Person/Organization			
Name of Contact Person Responsible			
Mailing Address			
Contact number	home		cell
Email Address			
Date of Rental			
Purpose of Rental			
Hours of Rental	start time		finish time
Set up time Required?	Y	N	Time needed
Do you need Bar Service?	Y	N	
Will the event be catered?	Y	N	
Do you require use of the kitchen?	Y	N	Use of stove? Y N
Will you be using dishes?	Y	N	
Do you require white linen tablecloths?	Y	N	Additional \$40
FEES	TO BE FILLED IN BY HALL MANAGER		
Hourly Rate without bar service \$20/hr	# Hrs	X \$20	
Hourly Rate with bar service \$30/hr	# Hrs	X \$30	
Use of kitchen \$100			
Use of kitchen without hall rental \$130			
All Inclusive \$300 (includes hall use for the whole day, evening bar service, use of kitchen)			
Special Rate (as set by LSB)			
Use of Linens \$40			
Security Guard Fee \$300 (if requested)			
Security Deposit \$300 (refundable)			
Total Amount			
\$100 Deposit Received	Y	N	
Balance Owing			
\$300 Security Deposit Refunded by LSB?	Y	N	

I acknowledge that as Renter or Event Organizer on behalf to the above mentioned organization, club, or individual, I accept full responsibility for all activities, fees and/or any damages to the facility under my care, as outlined in this document.

Print Name: _____ Signature _____

Please return completed form to Susan Hamilton, General Delivery, Restoule ON P0H 2R0; email: info@restoulelsb.com \$100.00 Deposit Required to book. Payment options on following page.

.....For Office Use Only.....

Date Rec'd _____ Approved By _____ Applicant Notified on _____ Final Payment Rec'd _____



LOCAL SERVICES BOARD OF RESTOULE
Community Centre Rental – 20 Lakeview Drive, Restoule

Rates

Hourly Rate without Bar Service: \$20/hour

Hourly Rate with Bar Service: \$30/hour

Use of Kitchen (with hall rental): add \$100

Use of Kitchen Without Hall Rental: \$130

All Inclusive Package: \$300.00 (includes use of hall for the entire day, use of kitchen, evening bar service)

Rental of White Linen Tablecloths: add \$40

Security Guard: add \$300 (at discretion of the LSB)

Notes

Special Rates may be considered by the LSB for long term, repeating rentals or other events at the discretion of the LSB.

Hall capacity is 148 people. Additional capacity of 60 people in the fenced in area outside.

Bookings must be made at least 30 days in advance. A \$100.00 booking deposit is required to book the Community Centre. (Payment options below).

Payment in full is required before the start of your event. A \$300.00 security deposit will be added to your balance. This \$300.00 security deposit will be refunded after the event if the checklist is completed and there are no damages or excessive cleaning required.

Security may be requested by the Local Services Board. This will be at the cost of the Renter/Event Organizer and identified at the time of booking.

Proof of insurance may be requested by the Local Services Board.

The Local Services Board operates a licensed bar with a catering endorsement in the Community Centre. Use of the LSB full bar service with qualified bar tenders is required for alcohol related events. Catering may also be available. Please inquire.

Renter/Event Organizer must adhere to the Rules of Use and Statement of Responsibility as outlined on the follow pages. Failure to do so may result in forfeit of security deposit.

Payment Options

Payments can be made by cash, cheque or e-transfer. Please make cheques payable to Local Services Board of Restoule.

Mail or email completed rental forms and cheques to:

Susan Hamilton

General Delivery

Restoule, ON POH 2R0

Email: info@restoulelsb.com Phone: 705-729-9958

Send E-transfers to: info@restoulelsb.com. Please include name of Renter/Event Organizer in the comments.



RESTOULE COMMUNITY CENTRE RENTAL Rules of Use

Smoking is prohibited inside the Restoule Community Centre. Smoking is permitted only in the Designated Smoking Area that is posted at the North end of the Community Centre. Please ensure all cigarette butts are placed in the receptacles in the smoking area. Please do not smoke at doors. Please announce smoking location at the start of your event.

Confetti is prohibited at the Restoule Community Centre (including the parking lot).

No tape, tacks or nails can be used for decorating the hall. Decorating should be done with masking tape or sticky putty only. Any damages caused by nails, tacks, or tape will be repaired and billed to the Renter.

When moving tables and chairs, please avoid dragging them along the floor when possible.

No outside alcohol permitted inside the hall or in the parking lot. All alcohol must be purchased from the LSB bar and consumed in licensed areas. For events with bar service, no outside beverages of any kind, or other cups, tumblers, etc. permitted in the hall, or outside if the bar service is extended to the outside licensed area.

It is the Renter or Event Organizer's responsibility to obey and observe all Laws and Regulations of the Province of Ontario, and the Government of Canada. For fundraising events, please refer to the guidelines of the Alcohol and Gaming Commission of Ontario at www.agco.ca.

Renter or Event Organizer must ensure the hall capacity is not exceeded.

It is the Renter's or Event Organizer's responsibility to supervise and control all persons in attendance at the function and to restrict such persons to the premises.

The Renter or Event Organizer will be responsible for any damages to the building, any fixtures and/or furniture, and any broken or missing equipment in the kitchen, if used, regardless of who actually causes the damage or loss, and will be billed accordingly.

Renter or Event Organizer is responsible to complete the checklist upon leaving the Community Centre. The hall must be left tidy. Failure to complete the checklist may result in a forfeit of the \$300.00 security deposit.

Failure to follow these rules of use may result in the forfeit of security deposit.



**LOCAL SERVICES BOARD OF RESTOULE
Community Centre Rental**

Statement of Responsibility

By renting the Restoule Community Centre, you agree to the following Statement of Liability and Damage:

I have read this application and hereby covenant and agree to all of the general and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Local Services Board of Restoule in accordance with the conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the premises at the discretion of the Local Services Board of Restoule.

The Renter or Event Organizer shall indemnify and hold harmless the Local Services Board of Restoule and any of its officers, and volunteers from and against all claims actions and proceeds, including any costs and expenses incurred by the Local Services Board of Restoule, thereby, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the function as result of any act or omission of the Renter or Event Organizer named hereon or their members, officers, employees, agents or contractors or any person who attends the function.

The Renter or Event Organizer may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required because of the rental. Charges may include time required to return the facility to its original state.

In the event of an emergency, The Local Services Board of Restoule reserves the right to cancel the Agreement upon notification to the Renter or Event Organizer, in which event any deposit paid shall be refunded to the Renter or Event Organizer and the Local Services Board of Restoule shall not be liable to the Renter or Event Organizer for any loss or damages.



**LOCAL SERVICES BOARD OF RESTOULE
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CHECKLIST TO BE COMPLETED BY RENTER PRIOR TO DEPARTURE

- All tables cleared of empties, garbage, etc.
- Garbage placed in appropriate receptacles
- Tables and chairs returned to original location
- Tables & Chairs cleaned/wiped down
- Decorations removed
- All spills or wetness have been mopped up
- Sweep Floor
- Coffee Maker, Stove, Oven, Dishwasher are cleaned and turned off
- Kitchen facilities are clean
- Check all toilets in each washroom to ensure they are all flushed, and not running. Paper picked up off the floor
- Any cigarette butts on ground outside picked up
- All lights turned off, including washroom
- All doors to be checked and locked prior to leaving the facility (three locations)
- Report any damages to Hall Manager
- Return Key to Hall Manager

In Case of Emergency

911 – location is Restoule Community Centre – 20 Lakeview Drive
Hall Manager - Susan Hamilton 705-729-9958

Catering Services in the Restoule and Surrounding Areas

Patrick Barton / Barton's Bistro
705-309-8369
chef@bell.net

Restoule Auxiliary
(luncheons, light meals and snacks only)
Cheryl Hamilton
705-492-4475
chgates81@yahoo.ca