



DOWNIE OPTIMIST COMMUNITY CENTRE
 Hall Address: 3185 Rd 122, St. Pauls, ON. NOK 1V0
 519-271-5343

PERSON RESPONSIBLE:

TELEPHONE # _____

Cell # _____

ADDRESS: _____

EMAIL ADDRESS: _____

EVENT DESCRIPTION: _____

DATE REQUIRED: _____

HOURS: From _____

KITCHEN REQUIRED? YES _____

NO _____

(If yes, Number of place settings / dishes required: _____)

EXPECTED ATTENDANCE: 2

TERM AND CONDITIONS:

1. The Licensee **MUST** have at least ONE (1) bartender with their SIP License and be able to show proof upon request.
2. All Licensee's will have a Hall Manager appointed. (Minimum \$100.00).
3. There is a \$75.00 bar charge when you provide and use your own supplies (cups, ice, orange juice, pop etc.)
4. In return for the use as described above, the Licensee will pay a Deposit of: \$100 (Anniversary / Family); \$300.00 (Wedding / Buck & Doe), prior to the event and any remainder within SEVEN DAYS following the event. This deposit is non-refundable. The Licensee agrees to pay 2% per month on any balance left owing SEVEN DAYS after the event.
5. **BUCK AND DOES** - No advertising of the Downie Optimist Hall or Hall Location in the local media. Phone numbers for ticket purchasing only is allowed.
6. For Buck & Doe's the named Licensee **MUST** provide **TWO** Security staff at their own expense.
7. The Licensee will assume all liability for damage to the Optimist Hall property and equipment during their period of use as a result of negligence, carelessness, however caused and hereby indemnifies The Downie Optimist Community Centre from any and all expenses for liability, however caused, of any kind arising out of injury to any person during their use of the premises
7. Licensee must have alcohol liability insurance of \$2 million dollars per function and provide a copy of the certificate to the Hall Manager prior to occupying the premises.
8. When using glass bottles ALL beer must be poured into plastic glasses before leaving the bar
9. That the Licensee will not sublet its use of the property to anyone else, as this permit is personal to the Licensee.
10. Music must stop at 1:00 AM.
11. Evidence of liquor or beer **MUST** be off the tables within one-half hour after expiry of licence.
12. Bar **MUST** be closed at 1:00AM
13. All persons must vacate the building by 1:30 am, without fail.
14. There will be an additional charge if premises and grounds are not returned to the condition in which the Hall was provided and set up accordingly. (Please see other side of this form)
15. The Licensee agrees to oversee its event to prevent any damage, however caused, misconduct or violation of the rules and regulations of the Liquor Licence Board of Ontario Act or Downie Optimist Community Centre.
16. Please read the application carefully when applying for your Special Occasion Permit.
17. The Licensee agrees to pay an overtime charge of \$45.00 per hour, or part thereof after the expiration of their time as set out above.
18. It is the Licensee's responsibility to ensure that all persons admitted to the function have vacated the building and grounds promptly.

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE in the absence of a signed rental agreement and deposit.

SIGNATURE of Licensee: _____ DATE: _____

HALL COPY

LICENSEE COPY

Deposit Received: _____

Note: Please make cheques payable to "Downie Optimist Community Centre". NO POST — DATED CHEQUES



DOWNIE OPTIMIST HALL RENTAL RATES

3185 Road 122, St Pauls, ON NOK 1V0

Phone 519-271-5343 or 519-273-0447

FUNCTION HALL RATES (Plus HST)

Buck & Doe:	\$ 625.00 Deposit \$300.00
Wedding Reception or Friday and Saturday	\$ 450.00 Deposit \$300.00
New Years Eve	\$ 800.00 Deposit \$400.00
Sunday (Family Gathering)	\$ 115.05 includes kitchen
Corporate / Business Daytime Rental (8:00 AM to 5:00 pm Monday to Thursday)	\$ 154.87
Holiday Rental (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day.)	\$ 450.00 Deposit \$100.00

NOTE: Rates are PLUS HST.

KITCHEN RATES

Hot Meal served:	\$50.00
Cold Meal served	\$25.00
Each plate setting	\$ 00.25 per

BAR

Bar Rental (Renter provided supplies)	\$75.00
Ice	\$4.50 bag
Pop	\$2.95 each 2L bottle
Bar Glass	\$7.00 (per sleeve of 100)
Beer Glass	\$3.60 (per sleeve of 40)
Orange Juice	\$4.50 (per container)
P.A. System	\$35.00 with wireless microphone

All Prices subject to HST

Prices Subject to Change without Notice without a signed Rental Agreement and Deposit Received.

EFFECTIVE: June, 2010

HALL CLEANING / CONDITION

The ENTIRE building must be returned to the "as rented condition" at the end of the function. A surcharge of up to \$60.00 for the Kitchen and / or of \$100.00 for the Function Hall and grounds may be levied at the discretion of the Hall Manager.

Person Responsible Initials