

GLENCOE AGRICULTURAL SOCIETY
Agricultural Hall/Curling Hall Rental Agreement

2-268 Currie Street, Glencoe, ON N0L 1M0

Email: booking@glencoeffair.ca



Contact Name:

Type of Event:

Hall Rented:

Date of Event:

Arrival Time:

End Time:

Deposits Due At Signing

1) \$225 Booking Deposit
(For each booking)

2) \$200 Damage Deposit
(Dated Two Weeks Prior to Event)

CONDITIONS OF THE RENTAL AGREEMENT

The renter agrees to leave the building/property and its contents in the same condition in which it was found and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to the Glencoe Agricultural Society.

BOOKING DEPOSIT

A booking deposit of **\$225** is required upon signing of the Rental Agreement **for each booking**. The deposit can be paid in cash, cheque or e-mail money transfer to glencoeffairboard@gmail.com to secure your booking date request. Make all cheques payable to the Glencoe Agricultural Society.

Tentative bookings are not allowed.

DAMAGE DEPOSIT

A damage deposit of **\$200** is required upon signing of the Rental Agreement. Damage deposit cheques can be post-dated for two weeks prior to the event. The deposit can be paid in cash, cheque or e-mail money transfer to glencoeffairboard@gmail.com. Make all cheques payable to the Glencoe Agricultural Society.

The deposit is refundable to the renter given that the building and its contents are in the same condition in which it was found and there is no damage to the building and/or loss or damage to any equipment belonging to the Glencoe Agricultural Society. The deposit may be used to pay off any remaining amounts owed to the Glencoe Agricultural Society for the rental.

Any damages to the building, equipment or missing items should be reported to the Booking Manager. The damage deposit will be used towards any reported damages, missing items etc.

RENTAL FEES

Rental fees and charges are included in the Glencoe Agricultural Society's rental schedule.

BILLING

Renters will be billed for the amounts owing and provided with an invoice outlining all rental charges and applicable sales taxes. Total rental charges are due by the rental date.

CANCELLATIONS

The Booking Manager must be notified via email to booking@glencoeffair.ca for all rental cancellations. Cancellations must be made with more than 60 days notice. If less than 60 days notice is given, the booking deposit will be forfeited.

If a refund of the booking deposit is required, the refund will be issued by the Glencoe Agricultural Society's Treasurer.

LICENSES/ ALCOHOL

It will be the responsibility of the renter to acquire any licenses and pay any applicable fees for the event. (i.e. Special Occasion Permit - Private Event - See Alcohol and Gaming Commission of Ontario at www.agco.ca for more details)

The renter agrees to abide by all rules and regulations of the *Liquor Licence Act* and the *Liquor Control Act* and the regulations as set by the Alcohol and Gaming Commission of Ontario (AGCO).

Please refer to www.agco.ca/sites/default/files/3202e_sop_private_events.pdf :

- The Special Occasion Permit and alcohol purchase receipt(s) must be posted/available in a prominent place during the rental so the Police or the Alcohol and Gaming Commission of Ontario (AGCO) inspectors can examine it if necessary. The AGCO officials may enter the permitted areas before, during and/or after the event. The renter must abide by all rules and regulations set by the AGCO.
- All alcohol must be purchased under the permit legally.
- Bartenders must possess a Smart Serve certification.
- All signs of liquor must be cleared within 45 minutes after the end time on the licence.
- Intoxication, disorderly conduct and unlawful gambling are not permitted.
- Please refer to www.agco.ca for more details on the above items.

The bar is to close at 1:00 AM.

A copy of the special occasion permit must be given to the Booking Manger, Glencoe Agricultural Society at least two weeks prior to the event.

INSURANCE

For those rentals requiring a Special Occasion Permit that will be serving alcohol, it is required by the Glencoe Agricultural Society that you obtain additional liability insurance at a minimum of \$2 Million. Contact your local insurance Broker for further information.

You are to remit proof of Liability Insurance at least two weeks prior to the rental date. Please remit to the Booking Manager.

BARTENDING SERVICES

Bartending services are available upon request and are not included in the building rental price. Acceptance of bartending services is approved by the Glencoe Agricultural Society board and is subject to their availability on a discretionary basis. If interested in having the Glencoe Agricultural Society bartend your event, please let the Booking Manager know.

SUPPLIES

The Glencoe Agricultural Society does not provide bar supplies (i.e. cups, pop, ice etc.). The renter must bring their own supplies.

ANNUAL BOOKINGS

Renters that book the Agricultural Hall on the same day(s) on an annual basis must sign a new contract each year to secure their booking.

Renters who request to rent the Agricultural Hall for multiple bookings can sign one contract for multiple bookings for the entire year. This means there will be one contract and one damage deposit for that calendar year. The booking deposit will be required for each booking.

MULTIPLE BOOKINGS

Renters that use the facility on a regular basis, or more than one time in a 12 month period, can pay one damage deposit of \$200 that will stay on their account for events in the future if they wish.

Each booking requires a separate booking deposit paid when the contract is signed.

CLEANING

A cleaning fee may be applicable if the hall is not cleaned up after the rental. Guidelines are below:

- The Kitchen and bar areas must be cleaned up and put away (dishes, pots, coffee machines, cutlery, etc.)
- All decorations and supplies brought in must be removed from the building.
- All liquor, alcohol and food must be removed from the premises immediately following the event.
- Garbage and recycling must be placed in the green bins, located outside the back door of the kitchen. Garbage bags should be tied and placed in the respective locations.
- Cups and other debris should be picked up (check entrance way to building).

Additional clean up by the cleaners over and above what would normally be required for a typical rental can result in an additional cleaning fee charge in a minimum of \$50 (i.e. excessive garbage left throughout building, bodily fluids etc.)

Post event tear down of chairs and table will be done by the Glencoe Agricultural Society cleaners.

The building is to be cleared by the renter by 2:00 AM, unless other arrangements have been made.

SMOKING

Smoking is prohibited in the facilities and on the grounds of the Glencoe Agricultural Society. All legislation must be followed. Violation of this Ontario legislation could result in charges to the individual.

COVID - 19 - Please see additional information on COVID-19 ad rental requirements.

Contact Information:

Contact Name:	
Additional Contact Name:	
Group Name (if applicable):	
Mailing Address:	
Primary Phone:	
Secondary Phone:	
Email:	

Rental Building	
Rate (\$)	

Disclosure

I have read the terms and conditions of the agreement for the rental of the Glencoe Agricultural Hall and/or the rental of the Curling Hall and agree to abide by all the rules and regulations. It is up to the renter to ensure that all applicable liquor licenses and permits are in place prior to the event along with liability insurance, as required. Copies of all licenses and insurance must be given to the Glencoe Agricultural Society Book Manager at least two weeks prior to the event.

Date: _____

Applicant Signature: _____

Booking Manager, Glencoe Agricultural Society: Jenn Meersseman

