



Hanwell Place
Weekly Rental Application/Agreement – Business
(Exercise Classes, Dance Classes, etc)

Standard Rental Rates plus HST	Per Hour	Per Half Day (4 hrs)	Per Day (8 hrs)
Meeting Room A	\$25	\$90	\$175
Meeting Room B	\$25	\$90	\$175
Hall	\$30	\$110	\$220

Maximum Capacities	Standing	Seating	With Table and Chairs
Meeting Room A	NA	20	12
Meeting Room B	NA	20	12
Hall	NA	425	200

Kitchen Services

\$80 + HST – full kitchen (use of everything in the kitchen including appliances, dishes, cutlery, coffee/tea urns)

Free – bring your own supplies plus use of the refrigerators

For Meeting Room rentals, we can offer a small snack for 10 people or less.

Coffee/Tea - \$10 + HST

Coffee/Tea plus sweets (croissant/muffin) - \$30 + HST

Lessee responsibilities and notes:

Booking and Payment

- The centre is rented on a “first come, first served” basis.
- Keys: Doors must be locked and key(s) will remain your responsibility until the end of your rental term.
- Hours rented include set up and tear down.
- Method of Payment: Visa/MC/Debit, Cash or Cheque

Cancellation Policy

- In the event that building maintenance failures forces the cancellation of an event, a refund, will be returned in full.
- In extenuating circumstances (major weather event, death in family) the refund may be returned in full. This will be left to the discretion of the Clerk.

Equipment

- Set up and take down of all required tables and chairs for functions will be completed by staff, based on your requirements and direction.
- No facility equipment (tables, chairs, etc.) is permitted outside of the building without prior approval.
- The following will be provided to you at no charge.

Av monitors (Boardrooms)
Folding Tables
Podium
Banquet Chairs
Folding Chairs
WIFI
Audio Equipment (excluding microphones)

- We are happy to provide the following for a small fee:

Overhead Projector and Screen – \$20.00
Microphones – \$10.00
Linens - \$8.00 each

- Specific requirements for audiovisual equipment must be confirmed at the time of booking. Equipment is available on a first come, first served basis. Clients are welcome to bring their own equipment.

Decoration Policy/Sign/Advertising

- No decorations/signs/advertising may be placed on the building interior or exterior or in the washroom.
- Absolutely no nails, tape, tacks, command hooks or staples are to be used in or around the centre. Green painters' tape will be permitted.

Alcohol Policy and Liquor Licence

- The Lessee is responsible for obtaining a Special Occasion Liquor Permit before the function and must be shown when picking up the hall keys.
- No alcohol is permitted outside of Hanwell Place.

Smoking Policy

- There is no smoking/vaping in any form in the hall. Smokers must only smoke in the designated area.
- There is absolutely no consumption of cannabis allowed on the premises pursuant to s. 17(2) of the *Cannabis Control Act*.

Cleaning

- After the event, the Lessee will be required to remove all decorations/signs/advertising and personal items from the building at the end of each rental period.
- Tables, if used, must be cleared of garbage and dishes.
- Lessees are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.

Additional Information

- All events must end by 1:00am and the centre completely vacated by 2:00am. Please remember you are responsible for the centre, make sure **all doors** are closed and locked when you leave.
- Please report to caretaker any problems, concerns, missing supplies, DAMAGE, etc. the following day.
- We reserve the right to refuse rentals at our discretion.

Damages

- The client is responsible for **ALL** damages to Hanwell Place incurred while renting the facility.
- Lost key or key not returned will result in \$20.00 fee which will be taken off of the damage deposit.

Hanwell Place Weekly Rental Application/Agreement

Renter's Name/Organization			
Address			Postal Code
Phone (Hm)	Phone (Wk)	Phone (C)	Email Address
Function (Meeting, Workshop, Exercise Class, etc.)			
Room(s) Requested			
Room(s) Requested ____ Hall ____ Meeting Room A ____ Meeting Room B ____ Kitchen			
Event Details			
Dates of Event		Number of People	
Time Rental Begins (include set-up)		Time Rental Ends (include tear down)	
Audio Visual Requirements: Projector/screen ____ Audio Speakers ____ Microphone ____ AV Monitors ____			
Linens: Yes ____ No ____ Amt needed: ____			
Extras: BBQ ____ Podium ____			
Coffee Break: I would like to add the following to my rental: ____ Coffee/Tea for 10 (\$10) ____ Coffee/Tea plus sweets for 10 (croissant/muffin/bread) (\$30)			
Safety and Security			
Fire Extinguishers and Emergency Exits: I acknowledge that I have been shown where to find all the fire extinguishers as well as the location of all emergency exits. _____ _____ Initial Initial			
Key: I acknowledge that I have been given Rental Key # ____ _____ _____ Initial Initial			
For Staff Use Only			
Rental Rate \$		Payment schedule Weekly ____ Monthly ____	
If paying weekly, the payment must be made by Friday before your event date. If paying monthly, the payment must be made by Friday before your event date.			

Liability Waiver

DAMAGE TO FUNCTION SPACE AND CONTENTS

The Lessee agrees to pay for any damage to the function space and its contents that occurs while the Lessee is using it. The Lessee will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the Lessee and its attendees.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for Hanwell Place to provide, or for groups in general to use, Hanwell Place facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

UNATTENDED ITEMS/ADDITIONAL SECURITY

Hanwell Place cannot ensure the security of items left unattended in function rooms.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, provincial, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hanwell Place and the Lessee agree to cooperate with each other to ensure compliance with such laws.

I have read the above rules and regulations for my use of Hanwell Place for _____ and agree to be bound by them. The Lessee agrees that as part of the terms of this agreement, the Lessee on behalf of himself/herself, guests, and agents agrees to indemnify and save harmless the Rural Community of Hanwell, its agents, servants, employees and officials from any and all damages or liability arising out of or in connection with my utilization of facilities and notwithstanding that the same may have been contributed to or occasioned by the negligence of the Community of Hanwell, its agents, servants, employees or officials, or any of them.

Signed

Date

Note: If you have questions or concerns before or during your event, please contact: Dan Martin at 261-5536, Cindy Hackett at 897-0217, Dave Morrison at 262-9799 or Terri Parker at 366-8377.

NOTES: In light of Covid 19, we need you to be aware of the following procedures that will have to be adhered to until such a time as a vaccine is available.

You will need to provide the following:

- Masks for those who would like them
- Hand sanitizer at the entrance as well as on all tables
- How you will maintain the social distancing guidelines of people staying 6 feet apart unless they are with their bubble family/friends (this can be arranged by seating arrangements for guests)
- A person to man the front door to go over the Covid questionnaire with all in attendance

as well as direct them to sanitize their hands before they enter the building. This would be a good opportunity to maintain your guest list

- A person to man the washrooms to make sure guidelines are being followed (only allowing 2 in the woman's washroom and 1 in the men's room if not in the same family/friend bubble)
- You will need to explain how you will record people coming into the facility. A list of all persons in the facility (full name and phone # or email address), this must be provided to us the day following your event.
- There is a maximum limit of 50 persons in the building.