



Event Hall Rental Agreement

RENTER INFORMATION

Name: _____

Group/Organization: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Street Address: _____

City: _____ Province: _____ Postal: _____

ACTIVITY/EVENT

Start Date of Rental: _____ End Date of Rental: _____

Start Time of Rental: _____ End Time of Rental: _____

Number of People: _____

Event Description: _____

Leasee providing all required tables, linens, cutlery, dishes: YES NO

| Items | Type | Number | Fee |
|--------|------|--------|-----|
| Chairs | | | |
| Tables | | | |
| Other | | | |

Notes:



CONDITIONS OF RENTAL AGREEMENT

1. Cancellation Policy – a minimum of 2 weeks notice is required in order to receive a full refund. Less than 2 weeks would forfeit 50% of the rental fees. No shows would forfeit 100% of the rental fees. A Damage Deposit may be charged on rentals at the discretion of the Royal City Studios (RCS).
2. Liquor for sale is permitted on premises with the appropriate special occasion permit liquor license. The Lessee is responsible for providing or paying for a bartender certified by Smart Serve as required by the Alcohol and Gaming Commission of Ontario. If the Lessee is a company or organization, proof of liability insurance must be provided to RCS two (2) weeks before the event. Liquor License/Receipts must be posted in a visible location at your event.
3. Private events (invitation only, with no fees for attendees) may serve liquor to guests of legal drinking age if there is no cost or price associated with the alcohol in any way.
4. Lessee is responsible for the behavior of their guests, including ensuring safe transportation for all guests from the event. Lessee must ensure adequate adult supervision for children under the age of 18 years of age.
5. Events with outside food and/or utilizing alternate caterers must remove all food items at the time of departure. All garbage must be emptied into appropriate waste receptacles.
6. Access to the facility will be provided one (1) hour before your event commences and one (1) hour after completion, unless otherwise agreed upon. All set up and clean up will be the responsibility of the lessee.
7. Upon departing, groups must ensure the facility is left in the condition it was found. Any additional maintenance required as a result of this rental may be charged and invoiced to the Lessee.

Please sign below to indicate acceptance of these terms.

Signature of Lessee or Authorized Representative

Date