



## Rental Policy and Booking Procedures

Rental must be made in person  
Valid ID must be shown  
Renter must be over 21 years of age

### **Single Time Event** (over three hours)

- A \$100 non-refundable deposit is due at the signing of rental agreement
  - A date will not be confirmed until the deposit is received and the agreement signed
- Payment in full is due 30 days before the event or at time of booking, if event is in less than 30 days
- Damage Deposit of \$600 cash must be paid when the keys are picked up
- If Rentee cancels the event with 30 or more days' notice a refund of monies paid minus the \$100 non-refundable deposit will be returned
- Cancellations less than 30 days prior to event – monies paid, minus deposit, will only be returned if the hall is rebooked for that date
- \*If wanting to decorate or set-up the night before there is a charge of \$100 for use after 7:30 pm if the hall is available
- \*If wanting to clean up on Sunday Morning there is a charge of \$100 for use until noon

### **Multiple Single Events** (over three hours)

- Same as Single Time Event with the following changes:
- \$25 non-refundable deposit at signing of agreement for each subsequent event date
- Damage Deposit will be kept until after final booking
  - If monies have been deducted from Damage Deposit, the full \$600 must be replaced before the next rental can occur

### **Three hours or less**

- A \$25 non-refundable deposit is due at signing of rental agreement
  - A date will not be confirmed until deposit is received and agreement signed
- Booking must include set-up and clean-up time before and after time of actual 'event'
- Payment in full is due 30 days before the event or at time of booking, if event is in less than 30 days
- A Damage Deposit of \$200 cash must be paid when the keys are picked up
- If Rentee cancels the event with 30 or more days' notice a refund of monies paid minus the \$25 non-refundable deposit will be returned
- Cancellations less than 30 days prior to event – monies paid, minus deposit, will only be returned if the hall is rebooked for that date

*If 'Renter' has to cancel and is unable to honor any bookings all monies paid by the rentee will be returned  
Damage Deposit will be returned, by cheque, in whole or in part, within 14 days of the event.*