

TWEEDSMUIR PARK ROD & GUN CLUB HALL RENTAL AGREEMENT

Date of Rental: _____

Event: _____

Name: _____

(NOTE; IF ORGANIZATION PLEASE INCLUDE REPRESENTATIVE AS WELL AS GROUPS NAME.)

Address: _____

Telephone: _____

Rental Cost: _____

Rental is to be paid at least seven (7) days PRIOR to the even and must be accompanied by conditionally refundable damage deposit of \$500.00. Renter will receive a copy of this rental agreement along with "RULES OF USE" sheet. Hall Manager will inspect the facility before and after the event to determine if all the rules have been observed. IF o damage has occurred, and the facility is left in proper order, the damage deposit will then be refunded.

- **NOTE: If the event involves the use of a caterer, it is the responsibility of the renter that the caterer follows the usage guidelines in the "RULES OF USE" outline and that the kitchen facilities are left in proper order.**
- **NOTE: Included in hall rental fee is the use of tables, chairs, bar equipment, kitchen facilities, dishes and utensils.**

Signed this _____ day of _____ 20____

RENTER: _____
By my signature, I hereby agree that I have read and understand the conditions of this contract.

ROD & GUN REP: _____

For more information contact Reg or Linda Blackwell at 692-3728 or 692-3104

TWEEDSMUIR PARK ROD & GUN CLUB

RULES OF USE

HALL:

- 1) Absolutely **NO** confetti or glitter is to be used in the hall.
- 2) Do **NOT** drag the tables or the chairs across the floor as this will cause scratches and damage.
- 3) Decorations may be put with tape or thumbtacks only, and must be removed after event. ***NO STAPLES ARE TO BE USED!***
- 4) No items belonging to the Rod & Gun club are to be removed from the premises for any reason.
- 5) After event chairs must be stacked and placed in storage area along with tables, which are to be folded down.
- 6) Floor must be swept but **NOT** mopped.
- 7) All garbage, from hall bathroom and kitchen must be hauled away by renter.
- 8) Before leaving facility, ensure the lights are shut off, thermostat is set to 15C and all doors are closed and locked.
- 9) Return key to Hall Manager along with all dirty linens from the kitchen.

Kitchen:

- 1) It is **IMPERATIVE** to get instructions from Hall Manager or other Rod and Gun member re: lighting of the gas range.
- 2) Carefully read *and* follow instructions on the operation of dishwasher before use.
- 3) All dishes, cutlery, utensils and cookware are for your use. Chafing dishes are available on request; but user must supply gel sternos (available at Home Hardware) for heating them.
- 4) After event, please ensure all items that were used are **CLEAN** and **RETURNED TO THEIR PROPER PLACES**.
- 5) Do **NOT** leave any leftovers in the refrigerator or odds and ends of any kind in the kitchen.
- 8) All garbage must be removed from the premises.
- 7) Shut off the fuel supply to the gas range (by closing the blue valve on the side of the range) unless otherwise instructed.
- 8) All dirty linens (tea towels & dish clothes) are to be gathered and given to Hall Manager.
- 9) Before leaving kitchen, make sure water taps are firmly closed, nothing is left plugged into electrical outlets and lights are shut off.