

# Eastend Memorial Hall Co-operative Ltd.

## Rental Rules & Renter's Responsibilities

Renter Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Rental Date: \_\_\_\_\_

Time: From: \_\_\_\_\_ am To: \_\_\_\_\_ pm

Type of Function: \_\_\_\_\_

<b>Rental Rate Schedule</b>	
Main Hall	<b>\$380 / DAY + \$100 Cleaning ** = \$ 480</b>
Tearoom	<b>\$ 75 / DAY + \$20 Cleaning ** = \$ 95</b>
Table & Chair Setup (Please supply instructions eg. # of tables &/or chairs required, configuration, etc.)	
	\$ 40.00
Clean up (Hourly Rate) ***	\$ 20.00
Early Access Fee	\$ 75.00
<i>Rental Rates (when hall or tea room not used)</i>	
Tea Pot Rental	\$ 10.00 each per day
Coffee Pot Rental	\$ 20.00 each per day
Plastic Tub Rental	\$ 5.00 each per day
Roaster Oven Rental	\$ 20.00 each per day
<b>Tables &amp; Chairs</b>	
8' Rectangle Table	\$ 10.00 each per day
6' Rectangle Table	\$ 8.00 each per day
5' Round Table	\$ 10.00 each per day
Banquet Chair	\$ 5.00 each per day
All Chairs (409 qty.)	\$ 750.00 per day

\*\*\* \$20/\$100 cleaning charges cover the basic cleanup after events at the Tea Room and Hall.

Some events will require more cleaning than the pre-paid cost, in which case the additional cleaning hours will be billed out on your invoice. This fee is applied only once if your event spans consecutive days.

Liquor Fee of \$100 is no longer being collected, however you must present a liquor permit before the event to ensure compliance with liquor laws.

**Smoking is not permitted: Penalty Fee: \$250**

## Renter's Responsibilities

1. The renter is responsible for picking up the key from the booking office (Eastend Agencies) prior to the function and returning it as soon as possible afterwards.
2. If decorating or rehearsal time is required for your function, you may have access to the hall the evening prior to your booking provided the hall is not booked.
3. If a Liquor Permit is required for your function, the renter is responsible to ensure that all permit requirements are strictly enforced.
4. Food & belongings are to be removed as soon as possible (and not more than 24 hours) after your function or they may end up being disposed of.
5. Willful damage will be charged to the renter.
6. Lock up after your function. Please be prepared to leave at the time designated when you booked the facility.
7. Your booking fee will now increase to include 1 hour of cleaning for the Tea Room and 5 hours of cleaning for the Memorial Hall. This fee only applies once if your rental extends over multiple consecutive days. This included cleaning is not a fixed-fee service. If your cleaning takes longer than the pre-paid amount, you will be charged the remaining labour at the hourly rate.
8. The renter is responsible for leaving the hall facility in the same condition as it was found.
9. If any dishes, cooking utensils, coffee pots, etc. are used they are to be washed, dried and returned to the appropriate cupboards.
10. Wash and dry all countertops, sinks, fridge, dishwasher and stoves.
11. All garbage is to be tied, stacked in the steel containers in back alley east of tearoom.
12. Floors are to be swept.
13. Tables and chairs are to be wiped with a wet cloth & dried, if necessary, and returned to the storage areas.
14. All decorations are to be removed.
15. Should your function extend into any area of the facility you did not originally reserve, you will be billed for the rental of that area as well.
16. Smoking in the facilities or their doorways will incur a **\$250** fine payable by the renter and you are liable for any further damage or cleanup costs caused by smoking.
17. Any loss or damage of Sound System Equipment will be charged to the Renters.