

## CARLING COMMUNITY CENTRE RENTAL FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Roll Number (if Carling Resident) 49-36-000-\_\_\_\_\_-0000

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

### Rental Information

---

Date Requested \_\_\_\_\_ Number of Guests \_\_\_\_\_

Time Required From \_\_\_\_\_ to \_\_\_\_\_

Nature of Event \_\_\_\_\_

Is alcohol being served? Yes No Time \_\_\_\_\_ to \_\_\_\_\_

I want to rent the following rooms:

Meeting Room      1/3<sup>rd</sup> Hall      2/3 Hall      Kitchen

Full Hall      Wedding Package (Full Hall)

### DEPOSIT MUST BE MADE TO SECURE RENTAL

### Liability Insurance

---

Liability Insurance <https://programs.aon.ca/content/event-insure/home-en.html>

(Minimum of \$2,000,000 coverage) – REQUIRED BEFORE EVENT

The Township has received a copy of the Liability Insurance

**Schedule "F" to By-law 2018-**

**Facility Rental**

The "Facility Rental" Fees will be adjusted annually on November 1st by CPI – Ontario All Items and rounded to the next whole five dollar increment.

<b>Hall &amp; Meeting Room Rental Fees</b>	<b>Less than 3 hours</b>	<b>Greater than 3 Hours</b>
Sunday to Thursday		
Private Function with no Alcohol		
Facility Rental Meeting Room	\$25.00	\$50.00
Facility Rental 1/3rd Hall	\$40.00	\$75.00
Facility Rental 2/3rd Hall	\$65.00	\$100.00
Facility Rental Full Hall	\$80.00	\$150.00
Private Function with Alcohol		
Facility Rental Meeting Room	n/a	n/a
Facility Rental 1/3rd Hall	\$75.00	\$100.00
Facility Rental 2/3rd Hall	\$100.00	\$150.00
Facility Rental Full Hall	\$150.00	\$200.00
Weekend use Friday & Saturday		
Private Function with no Alcohol		
Facility Rental Meeting Room	\$25.00	\$50.00
Facility Rental 1/3rd Hall	n/a	\$150.00
Facility Rental 2/3rd Hall	n/a	\$250.00
Facility Rental Full Hall	n/a	\$350.00
Private Function with Alcohol		
Facility Rental Meeting Room	n/a	n/a
Facility Rental 1/3rd Hall	n/a	\$200.00
Facility Rental 2/3rd Hall	n/a	\$300.00
Facility Rental Full Hall	n/a	\$450.00
<i>Multi Day Rates to be negotiated with Renters and approved by CAO/CLERK</i>		
<i>All Tables and Chairs, PA and AV systems are included in Rental</i>		

<b>Kitchen Rental Fees</b>	<b>Less than 4 hours</b>	<b>Greater than 4 Hours</b>
All Days		
With Hall rental		
Food Prep and dishwasher, no ovens	\$25.00	\$75.00
Food Prep, dishwashing and Cooking	\$75.00	\$125.00
Without Hall Rental (just Kitchen)		
Food Prep and dishwasher, no ovens	\$75.00	\$150.00
Food Prep, dishwashing and Cooking	\$125.00	\$200.00
<i>All Dishes, utensils, pots and bowels are included in Rental of Kitchen</i>		

<b>Cleaning and Damage Charges &amp; Deposits</b>			
Cleaning			
Room left tidy, swept, tables clean	No Charge	No Charge	
Room left dirty, tables dirty, spills etc	Actual Costs	Actual Costs	
Damage Deposit			
Function with no Alcohol	\$200.00	\$200.00	
Function with Alcohol	\$500.00	\$500.00	

*25% Discount on hall & kitchen rental by Carling Residents and Carling Community Groups not related to Township organized events or activities*

*Carling Township organized and sponsored events / activities are exempt from the rental fees*