

MATTAWA LIONS CLUB RENTAL PROCEDURE

- 1.** Rental agreement given to renter
- 2.** Agreement completed by renter, signed, and deposit, equaling half of the total rental amount, has been delivered to Lions at the time of booking
- 3.** Rentals noted on Club calendar
- 4.** Arrange key pick up and schedule post-event inspection with renter
- 5.** Payment in full must be made prior to the event taking place – includes rental fee for venue and cleaning/damage deposit
- 6.** After event, complete inspection with renter, receive key, sign checklist and return deposit if warranted

HALL RENTALS RULES AND RESPONSIBILITIES

LIONS HALL IS NOT LICENSED FOR ALCOHOL. IT IS THE RESPONSIBILITY OF THE RENTER TO OBTAIN THE APPROPRIATE LICENSE FOR ALCOHOL, INSIDE THE BUILDING AND/OR OUTSIDE THE BUILDING. PERMITS MUST BE POSTED ON THE BAR, WITH THE LIQUOR PURCHASED, FOR INSPECTION AT THE EVENT.

1. A deposit equaling half of the total rental amount is required at the time of booking. This can be by e-transfer or by cash. The balance plus the cleaning/damage deposit will need to be paid at the time of picking up the key.
2. Keys required for your event must be picked up at an arranged time and place prior to the event and returned in the drop off box or to the Lions representative who carries out the post-event inspection.
3. **SMOKING IS NOT PERMITTED ON THE PROPERTY.**
4. **WHEN THE KITCHEN IS UTILIZED, ITEMS MUST BE CLEANED, WASHED AND RETURNED TO THEIR RESPECTIVE PLACES.** The small bar fridges are for Lions Club use ONLY.
5. **DECORATIONS ARE ABSOLUTELY NOT TO BE ATTACHED USING STAPLES OR PUSH PINS. PUTTY, STRING AND TAPE ONLY. ALL FASTENING MATERIALS MUST BE REMOVED AFTER THE EVENT, including any tape used. GLITTER AND LOOSE FOIL IS NOT PERMITTED. No confetti whatsoever and no finger painting for kids.**
6. **PLEASE RECYCLE:** Place all materials in blue bins and set them on the porch.
7. **TRASH CANS:** Trash is to be placed in tied bags on the porch after the rental.
8. **FURNITURE AND FIXTURES:** do not remove fixtures or furniture from the hall. Chairs are allowed on the summer deck.
9. **ALCOHOL:** Our Club is not licensed. It is the responsibility of the renter to acquire the appropriate alcohol licenses for the event.
10. Whatever you bring in, **YOU** must remove.
11. Rental agreements **CANNOT** be transferred, assigned or sublet.
12. Completed and signed departure checklist and key are to be returned together.
13. The cleaning/damage deposit of \$100 will be returned in full when the building and grounds have been assessed/inspected by the Lions representative and the renter, and are deemed to be in the same condition as they were prior to the rental. Damages are the responsibility of the renter, and appropriate compensation for repairs that the deposit does not cover will be expected to be paid in full by the renter.
14. **CANCELLATION:** Cancellation of a reserved rental must be received **3 DAYS PRIOR** to the rental day. Failure to provide adequate cancellation time will result in a cancellation fee of \$50.00.
15. Removal of Lions paraphernalia from the walls is **NOT** permitted.

BY SIGNING THIS RENTAL AGREEMENT, the renter agrees to indemnify and hold harmless the Mattawa Lions Club from any and all claims for bodily injury or death, including the damage,

loss or theft of personal property. The renter additionally agrees to assume the responsibility and legal liability for the described event and abide by the rules of this agreement.

Renter Signature: _____ **Date:** _____

Lion Representative: _____ **Date:** _____

**THANK YOU
MATTAWA LIONS**

HALL RENTAL POST-EVENT CHECKLIST

Please mark off as completed

- Tables and chairs wiped and returned to their respective places
- Dishes cleaned and put away
- Kitchen cleaned, including sinks, counters, stove and fridge
- Refrigerator emptied of personal items used during rental
- Recycling complete and placed outdoors on the porch
- Trash bagged and placed onto porch
- Coffee machine cleaned and power shut off and machine unplugged
- Ensure that garbage has been collected from the bathrooms and that the taps are turned off, lights are turned off
- All lights in the main hall are turned off
- Ceiling fan is turned off
- Checklist is completed and returned with key
- Windows and doors are locked

Signature: _____ Date: _____

Post-event inspection authorization deposit returned:

Amount returned following inspection - _\$ _____

Signature of Renter-_____. Signature of Lion- _____

Amount owing for damages - \$ _____

Lions representative please sign below.

Signature: _____ Date: _____

