



Township of Horton  
2253 Johnston Rd  
Renfrew, ON  
K7V 3Z8

Horton Community Centre  
1005 Castleford Rd  
Renfrew, ON  
K7V 3Z8

Thank you for choosing the Horton Community Centre for your function/special event.

This facility fulfills many needs within our extended community. The Recreation Committee, Horton Councillors, staff and dedicated volunteers, neighbours and tax payers all share a vested interest in the successful maintenance of the grounds and facility.

To ensure that we can enjoy the continued success of this community facility, we ask you, the renter, to take a moment to read and understand this renter's package.

Included you will find:

- 1) Welcome Letter (to keep)
- 2) Guidelines and Standards (to keep)
- 3) Price List (to keep)
- 4) Rental Agreement (to be signed and left with the Township)

We are always pleased to be part of our community's celebrations, special events, social activities and business meetings. Please feel free to contact the Recreation Department, (613) 433-3303 Monday to Friday 8:30 a.m. – 1 p.m., if you have any suggestions, complaints, compliments or concerns with regards to your experience renting our Community Centre!

Welcome to the Horton Community Centre!

Sincerely,

Horton Township

## **GUIDELINES AND STANDARDS:**

- 1) The renter must sign the Rental Agreement (pg 7), indicating that s/he has read and understands these guidelines and standards, and that s/he will comply with them.
- 2) The Township requires a \$100.00 down payment of the rental at the time of booking to confirm the rental. \*\* This deposit is **non-refundable, if cancelled 14 days or less prior to the rental date**. \*\*
- 3) The signer of the rental agreement will be held responsible for the activities occurring during their Rental Agreement period. This implies that any guests attending the function will be expected to comply with the guidelines for alcohol consumption, as outlined on page 3.
- 4) In the unfortunate event that the renter and/or the guests of the renter have been negligent in adhering to these Alcohol Guidelines, the Township of Horton and the Recreation Committee will hold the renter financially responsible for any and all damages to the building, the grounds and the contents of the Community Centre.
- 5) To support this process of accountability as outlined above, there will be a \$500.00 damage/security deposit, payable via cheque to the Township of Horton, upon signing the Rental Agreement. When no damages or losses are reported or found, this deposit will be returned in full.

If a cheque is not available, the security deposit may be made by credit card (Visa/MasterCard) the Friday prior to the event and a 3-day hold will be put on the card, if there is no damages reported on Monday the hold will be released and no charges will be issued. If there are damages the \$500 security deposit will be applied plus replacement cost of furniture or property damaged.

- 6) THIS IS A NON-SMOKING FACILITY
- 7) You must bring all your own consumable supplies (food, coffee, paper plates, cups etc.) The consumables at the community centre are for community centre functions, not private rentals. **You may use the kitchen's coffee and tea pots; however, you must ensure they do not run dry, and they must be properly cleaned after your function. NO GREASY FOOD DOWN THE KITCHEN SINKS PLEASE!!** If you rent and use the stove, it is to be left as clean as you found it or your deposit will not be refunded. The dishwasher is for Recreation Committee use only! MSDS Sheets are located on the top shelf in the closet across from the bar entry door in the hallway heading towards the washrooms.
- 8) Hall Capacity is 215 for LCBO Licensing and Fire Regulations – not seated. Hall size is 65 x 42 feet with a full stage 16 x 23 with a roll up door to access stage for equipment set up.

**CLEAN UP GUIDELINES: (After your event)**

- 1) Clean up all tables and place garbage inside dumpster (located outside the chair lift door).
- 2) Please wipe off tables, kitchen appliances and counter tops.
- 3) Remove all your food from the kitchen and fridge.
- 4) Please check bathrooms to ensure they are left in reasonable condition.
- 5) **After your event, you must leave the facility and all equipment in the same condition as when you arrived.**

**DECORATION GUIDELINES:**

- 1) Hall decoration set up is the renter's responsibility.
- 2) Free standing and tabletop displays, and decorations are allowed
- 3) If tape must be used for walls, only green painters' tape or masking tape is allowed. Absolutely NO OTHER tape can be used on the walls.
- 4) No pins/tacks on the walls, you may only use pins/tacks for the Bulletin Boards that are provided.
- 5) **NO RICE OR CONFETTI OF ANY KIND WHATSOEVER IN OR OUTSIDE OF THE BUILDING.** This includes colored dots, shiny sprinkles, Happy Birthday, Anniversary, Hearts, Bells, etc., ANY TYPE OF WRITTEN GREETINGS, THEY ARE NOT ALLOWED.
- 6) Please do not block or remove any signs inside or outside the Community Centre.

**ALCOHOL GUIDELINES**

- 1) **The renter must introduce him/herself to the bar tender(s) as the person responsible for the Rental Agreement.**
- 2) The Bar will be operated exclusively by Horton Township's trained personnel.
- 3) **NO OTHER BEVERAGES ARE ALLOWED IN THE FACILITY OR ON THE PROPERTY. All beverages, including water consumed at the event must be purchased from the bar. (With exception to tea, coffee and juice boxes).**

- 4) All alcohol must remain inside the building.
- 5) If you wish to have ***your own wine served***, you must obtain a **Special Occasions Permit (S.O.P.)**, and the wine must be given to the Chair of the Bar Sub-Committee, or the CAO/ Clerk, the day prior to the event. There will be a \$8.00 plus HST corkage fee per bottle. This fee must be paid on the first business day after your event; the bartender will give you a price at the end of the event.
- 6) Our volunteers are obligated to serve alcohol under the Smart Serve Program, and in compliance with the Liquor License Board of Ontario.
- 7) Because the Township of Horton, Recreation Committee and its Bar Sub-Committee volunteers are responsible for the safe transportation of the drinking participants (see Recommendation #9 from the Township of Horton's Alcohol Management Policy), our volunteers must adhere to the following statement of intoxication. **OUR SERVERS ARE REQUIRED BY LAW NOT TO SERVE AN INTOXICATED PERSON OR TO SERVE ANYONE TO THE POINT OF INTOXICATION. SHOULD YOU WISH A NON-ALCOHOLIC DRINK, PLEASE REQUEST A JUICE, POP, OR OTHER ALTERNATIVE.** (See Recommendation #6 from the Township of Horton's Alcohol Management Policy).
- 8) Standard bar hours are from 8:30pm to 1:00am.
- 9) If deemed necessary by Horton Township, we will hire a licensed security company for this event, **and it will be paid for by the holder of the Rental Agreement.**

*A copy of The Township of Horton's Alcohol Management Policy is available if you have any questions regarding Horton's expectations and obligations in serving alcohol at your event; including the Special Occasion Permit (SOP) required when the renter wish to have available their own wine.*

**REMEMBER, YOU ARE RESPONSIBLE FOR YOUR GUESTS**

**RENTAL PRICE LIST**

<b>Description</b>	<b>Price</b>
Upstairs Conference Room – Half Day 2-4 hours ends by 5 pm	\$ 75.00 plus HST
Upstairs Conference Room – Full Day 5-8 hours ends by 5 pm	\$ 125.00 plus HST
Half Day Rate (2 to 4 hours; ends by 5pm)	\$ 100.00 plus HST
Day Rate (5 to 8 hours; ends by 5pm)	\$ 150.00 plus HST
Evening Rental with or without Bar & Kitchen (6 pm – 1 am)	\$ 225.00 plus HST
Decoration Rental (Friday evening before event after 6 pm)	\$ 100.00 plus HST
Kitchen Rental for Propane Stove & Catered Functions this must be pre-arranged	\$ 100.00 plus HST
Hourly – maximum 2 hours	\$30.00 plus HST

UNDER THE LIQUOR LICENSE OF ONTARIO, YOU ARE OBLIGATED TO HAVE FOOD AVAILABLE FOR THE DURATION OF THE BAR'S OPERATING HOURS

YOU MAY HIRE A CATERER OR PROVIDE POT LUCK. ALL COMMUNITY CENTRE ITEMS USED MUST BE WASHED AND PUT BACK. ANY ITEMS YOU BRING MUST NOT BE LEFT AT THE COMMUNITY CENTRE.

Set up and decoration can be arranged on a case by case basis (for weddings, showers etc.) If you wish to set up and decorate the hall the day before your event, you can book the evening prior to your event if available; decoration rental fee will apply.

**PLEASE RESPECT OUR DECORATION GUIDELINES.**

**TOWNSHIP OF HORTON RENTAL AGREEMENT**  
 HORTON COMMUNITY CENTRE 1005 CASTLEFORD RD, RENFREW ON K7V 3Z8  
 (613) 433 - 3303 OR (613) 432 -6271

<b>RENTERS NAME:</b>		<b>HALL HOURS OF USE:</b> _____ TO _____ ENDING BY 5 P.M.	
<b>MAILING ADDRESS:</b>		_____ TO _____ ENDING BY 1 A.M.	
<b>E-MAIL:</b>		<b>SET UP REQUIRED:</b>	
<b>HOME NO.</b>		<b>EQUIPMENT REQUESTED:</b>	
<b>WORK NO.</b>			
<b>CELL NO.</b>			
<b>DATE OF EVENT:</b>		<b>DO YOU HAVE A CATERER? YES_____ NO_____</b>	
<b>TYPE OF EVENT:</b>		<b>CATERING COMPANY:</b> _____	
<b>ATTENDANCE:</b>		<b>BAR REQUIRED YES_____ NO_____</b>	
<b>WILL YOUR EVENT HAVE MUSIC? YES_____ NO _____</b>		<b>BAR HOURS OF USE: _____ TO _____</b>	
		<b>WILL YOUR EVENT PERMIT DANCING? YES___ NO_____</b>	

*If you are a Promoter of an event with entertainment you are required by federal law to pay 3% of your admission sales to SOCAN. **This is your responsibility** (If registered with SOCAN proof required)*

**RENTAL OPTIONS REQUESTED**

<b>Upstairs Conference Room – Half Day</b> (2-4 hours end by 5 pm)	\$ 75.00	
<b>Upstairs Conference Room – Full Day</b> (5-8 hours end by 5 pm)	\$ 125.00	
<b>Hourly – max. 2 hours</b>	\$30.00	
<b>Half Day Rate</b> (2 to 4 hours; ends by 5pm)	\$ 100.00	
<b>Full Day Rate</b> (5 to 8 hours; ends by 5pm)	\$ 150.00	
<b>Evening</b> (after 6 pm; with or without Bar & Kitchen)	\$ 225.00	
<b>Decoration Rental</b> (evening prior to rental) after 6 pm	\$ 40.00	
<b>Propane Fee</b> (for use of stove plus kitchen - must be prearranged)	\$ 100.00	
<b>Corkage Fee @ \$8.00 per bottle</b> <i>S.O.P. REQUIRED</i> – Payment to be made to the bartender before the end of the evening. The Bartender will advise you of the fee. <b>Bar is closed while wine is consumed with dinner. Wine is not served by bartender, uncorked only. Must be served by a Smart Serve Certified person. All beverages consumed must be purchased on site with the exception of tea and coffee.</b>	# of bottles ____x\$8.00 =	
<b>SUBTOTAL</b>	<b>SUBTOTAL</b>	
<b>HST</b>	<b>HST</b>	
<b>TOTAL COST</b>	<b>TOTAL COST</b>	
*Event is considered RENTED when a down payment of \$100.00 of the rental fee or full payment is received at time of booking. <b>Deposit is Non-refundable if cancelled 14 days or less prior to event date.</b>		
DEPOSIT RECEIVED (Date: _____)	Payment Amount	
BALANCE OWING	Outstanding	
FINAL PAYMENT (Date: _____)	Final Payment	
<b>Damage/Cleaning Deposit Cheque or Visa</b> (5-day HOLD received at time of key pick up and Will be refunded upon clear inspection after event.)	SEPARATE CHEQUE PLS.	<b>\$500.00</b>

**TOWNSHIP OF HORTON RENTAL AGREEMENT**  
HORTON COMMUNITY CENTRE 1005 CASTLEFORD RD, RENFREW ON K7V 3Z8  
(613) 433 - 3303 OR (613) 432 -6271

**By signing this Rental Agreement, you have read and understood the Standards & Guidelines herein and agree to be held financially responsible for any loss or damages to the Community Centre, and its property.**

Date: \_\_\_\_\_ Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Notify Bartenders to open bar: YES \_\_\_\_\_ NO \_\_\_\_\_

Township to Set-up tables and/or chairs YES \_\_\_\_\_ NO \_\_\_\_\_

Turn on propane for stove YES \_\_\_\_\_ NO \_\_\_\_\_