

AGRIPLEX BANQUET HALL RENTAL AGREEMENT

“K”

- Name of Person or Organization: _____
- Mailing Address: _____
- Telephone Numbers: (hm) _____ (wk) _____
- Date of Function: _____
- Type of Function or Group: _____
- Rental Fee (Weddings or Banquets)
\$400.00 (includes kitchen, bar and caretaker/bartender) _____ (GST) _____

Please note: All functions over 150 people must have an extra bartender, either a friend or from our bartenders list, at \$65.00, paid to the Town of Millet.

- SOCAN Tariff (Composer Fee): w/ Dance \$59.17 + GST = \$63.31 w/o Dance \$29.56 + GST = \$31.62
(As rates established by Socan from time to time)
- Decorating (Previous Day) (subject to availability) ***** N/C *****
- Corkage - \$1.50/person _____ (GST) _____
- Gift Opening: \$100.00 (following day) _____ (GST) _____
(after previous day rental)
- Open House: \$250.00 (includes kitchen & caretaker) _____ (GST) _____
[no dance or liquor permitted]
- Funeral Lunches or Memorial Services ***** N/C *****

TOTAL RENT/GST PAYABLE: _____ (GST) _____

Receipt Number: _____

Damage Deposit (\$300.00) _____ (receipt #) _____

NOTE: *Damage Deposit must be paid 60 days in advance and rental fees 30 days prior to function.*
Cancellation within 30 days of function will result in forfeiture of rental fee.

Amount of Deductions: _____ see attached

Total Damage Deposit Refund: _____

Custodial Inspection: _____

All facilities and equipment used must be cleaned the evening of the rental unless hall is booked by same group the following day. If extra cleaning is required a rate of \$15.00 per hour will be charged.

Any function going past 2:00 a.m. will be charged an additional \$40.00 per hour for Hall and \$15.00 per hour per Bartender/Caretaker.

If downstairs washrooms or foyer are used, a \$50.00 charge will be in place.

The undersigned agrees to pay for any damage done to any part of the Millet Agriplex or its equipment, by any person(s) invited by, or acting on behalf of the undersigned, or if any items are missing from the hall, kitchen or bar.

The damage deposit will be returned within one month of the event, following an inspection of the facility and written report submitted by the proper authority.

Print Name

Signature

**MILLET AGRIPLEX
RENTAL REGULATIONS**

NOTICE TO ALL PERSONS RENTING THE BANQUET HALL, ARENA AND/OR MEETING ROOMS:

1. All persons using the facility must complete a rental agreement at the Town of Millet, with a damage deposit paid 60 days prior to function and rental fees paid 30 days prior to function.
2. Cleaning of all areas rented, including rooms, arena, hall and kitchen, must be done immediately following the function, with the exception of lessees renting the facility for the following day.
3. In the event of damage, negligence in cleaning or missing items, the funds required to repair, replace or clean areas in question will be deducted from the lessees renting the facility for the following day.
4. Liquor permits are the responsibility of the lessee. Failure to comply with the liquor laws may result in loss of right to use the facility by the lessee. Bartender List is supplied by the Ag Society.
5. Rental of Facilities is until 2:00 a.m., failure to comply with this time will result in a \$40.00 per hour charge for any time over 2:00 a.m.
6. The lessee is responsible for supplying tea towels, dish towels, etc. Any kitchen utensils or supplies needed beyond those supplied by the hall will be the responsibility of the lessee.
7. All paper, garbage, bottles etc. must be picked up by the lessee and placed in receptacles outside the facility. All ashtrays must be dumped into metal can provided, washed and put away.
8. All floors are to be swept, with the exception of any wet mess. They must be mopped. Tables must be wiped and left in place, with chairs stacked to side. Dishes washed and returned to cupboard, counters wiped, stoves and ovens and fridge cleaned and coffee urns washed. In case of arena rental, all bleachers must be cleaned and swept and wet or sticky messes must be mopped.
9. All rooms used in the Facility are to be left as found.
10. Confetti, rice, foil of any kind, etc. ARE NOT allowed in the facility.
11. The lessee assumes all risk or loss or personal injury.

**The Facility is made available for community use. Please ensure that your
conduct and care of the Facility will allow it to be enjoyed by others.**