



RENTAL AGREEMENT

Applicant First Name: _____ Last Name: _____

Company / Organization: _____

Phone: _____ Email: _____

Event Date(s): _____

**Please note, our venue is not available on Statutory Holiday's*

Time: _____ Number of Attendees _____

Caterer (if applicable): _____ Phone: _____

Bar (YES or NO): _____ Time: _____

Please indicate if you are having a cash or open bar

Type of Event (circle):

Wedding Reception	Non-Profit / Fundraiser	Meeting / Business
Stag	Government	Annual Sponsor
CAS Member	Other:	

Terms & Conditions:

The venue is rented between 8AM and 1AM unless other arrangements are approved. Setup and cleanup outside the stated hours require approval and may incur additional charges. To ensure access to the hall at 8AM the day of the event, keys can be collected one business day before your event day, at the office between 9AM and 3PM, Monday – Friday. Please make arrangements with the General Manager. All vendors, equipment and personnel must be out of the building by 2AM. Renter is responsible for cleaning the hall after use. Any damage to the hall during the rented timeframe is solely the responsibility of the renter. The Carp Agricultural Society reserves the right to bill the renter for any damages over and above the security deposit. Please see attached cleaning checklist for a complete list of renter responsibilities.

The Carp Agricultural Society bar personnel operate under the Liquor License Act and follows the rules and regulations set forth by the Alcohol and Gaming Commission of Ontario (AGCO):

- No person under the age of 19 will be served alcoholic beverages and will be required to show picture identification if in doubt by staff
- If personal wine is served with dinner, a "Special Occasions Permit" must be arranged through the LCBO at the cost of the Renter and on the day of the event. The Bar will be closed during the time that wine is served and will not reopen until all bottles have been cleared from tables. A corking fee of \$6.00 per bottle will be charged with payment at the end of evening.
- All liquor and its containers (which include empty glasses/bottles) will be removed by bar staff within 45 minutes of bar being closed.
- Food must be available during the operation of the bar.

General Rules:

1. The hall is a NON-smoking facility, including vaporizers as well as no smoke machines for décor purposes.
2. Absolutely No Alcohol is to be consumed outside the Hall and licensed area. Failure to abide by these rules may result in closure of bar at the discretion of the CAS Director in charge of bar.
3. Minor children are allowed to use the building with appropriate supervision.
4. Camping trailers are allowed with prior permission but must be parked on the grass area by barn 9. No trailers are to be parked in the parking lot. Trailers are not allowed to hook up to electricity or water.
5. Use involving the sale of alcohol is regulated by the AGCO standards. NO alcohol may be given as prizes. Gift Cards are acceptable.
6. No nails, tacks, adhesives, glues, clear or duct tape can be used on the walls, floors, or fixtures. 3M removable fasteners, masking or painters' tape are allowed. Decorations may be put on the fabric wall panels. Damage to building will result in additional charges.

Security Deposit:

A Security Deposit for the Hall in the amount of \$400 is required for the booking. The Security Deposit of \$400 will be returned within 30 days after the event provided the hall is left clean and undamaged. (Please refer to Carp Agricultural Society Hall Restrictions above and attached Maintenance Checklist.)

Hall Rental Application & Payment Schedule:

Your Hall Rental Application must be submitted to and approved by the Carp Agricultural Society. For reservations made less than 6 months (180 days) prior to the event date, the hall rental fee is due in full at the time of booking and in addition to the security deposit (see above). For reservations made more than 180 days (6 months) in advance of the event date, 50% of the rental fee is due at time of booking. The remaining balance is due 180 days prior to the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation.

Service Groups and Multi-Day Discounts:

Service groups are defined as a local community organizations that promotes the same mandate as the Carp Agricultural Society to promote the importance of agricultural and community. Service groups with a no cost rental still must complete Maintenance Checklist or subject to

\$100 cleaning fee. For Renters requiring multiple day rentals, a 15% discount will be applied.

Lost Keys:

Keys lost and/or not returned will incur a \$200 fee.

Conditions of Use:

1. Maximum number of persons permitted during the rental is **300** for the Ag Hall and **73** for Room 85
2. It is recommended that all individuals carry and frequently use hand sanitizer containing at least 60% alcohol content.
3. It is recommended that all individuals refrain from touching their face with unclean hands (especially eyes, nose and mouth).
4. It is recommended that all individuals wear a mask in public places to help limit the risk of spread to others – especially if you will be within 2 meters of people other than members of your own household.
5. All individuals must comply with all current Ottawa Public Health recommendations and directives related to COVID-19.
6. Restrictions/conditions are subject to change without notice based the Province of Ontario's emergency orders and Ottawa Public Health.

PAYMENT SCHEDULE & VENUE PRICES

Room	Price <i>*no HST on rental</i> (Per Day)	15% Discount <i>*no HST on rental</i> (Major Sponsor / Multiple Day Rental)
Ag Hall with Bar	\$350	\$297.50
Ag Hall without Bar	\$300	\$255
Room85 with Bar	\$200	\$170
Room85 without Bar	\$150	\$127.50
Hayloft with Bar	\$200	\$170
Hayloft without Bar	\$150	\$127.50
Projector and Screen	\$50	Included
Show Pavilion	\$600	\$522

Carp

Agricultural Society is not responsible for lost or stolen articles, under any circumstances

Ag Hall: _____ Room85: _____ Hayloft: _____ Show Pavilion: _____

Rental Base Fee: _____ x Days _____ Subtotal: _____

Multi-Day / Service Group Discount (15%): _____

Total (Excluding Security Deposit): _____

Security Deposit: _____ **\$400**

Grand Total (With Security Deposit): _____

Hall Security Deposit of \$400 Received on: _____

Method of Payment: _____

Final Payment Due on OR Paid on (indicate): _____

Cancellation Policy:

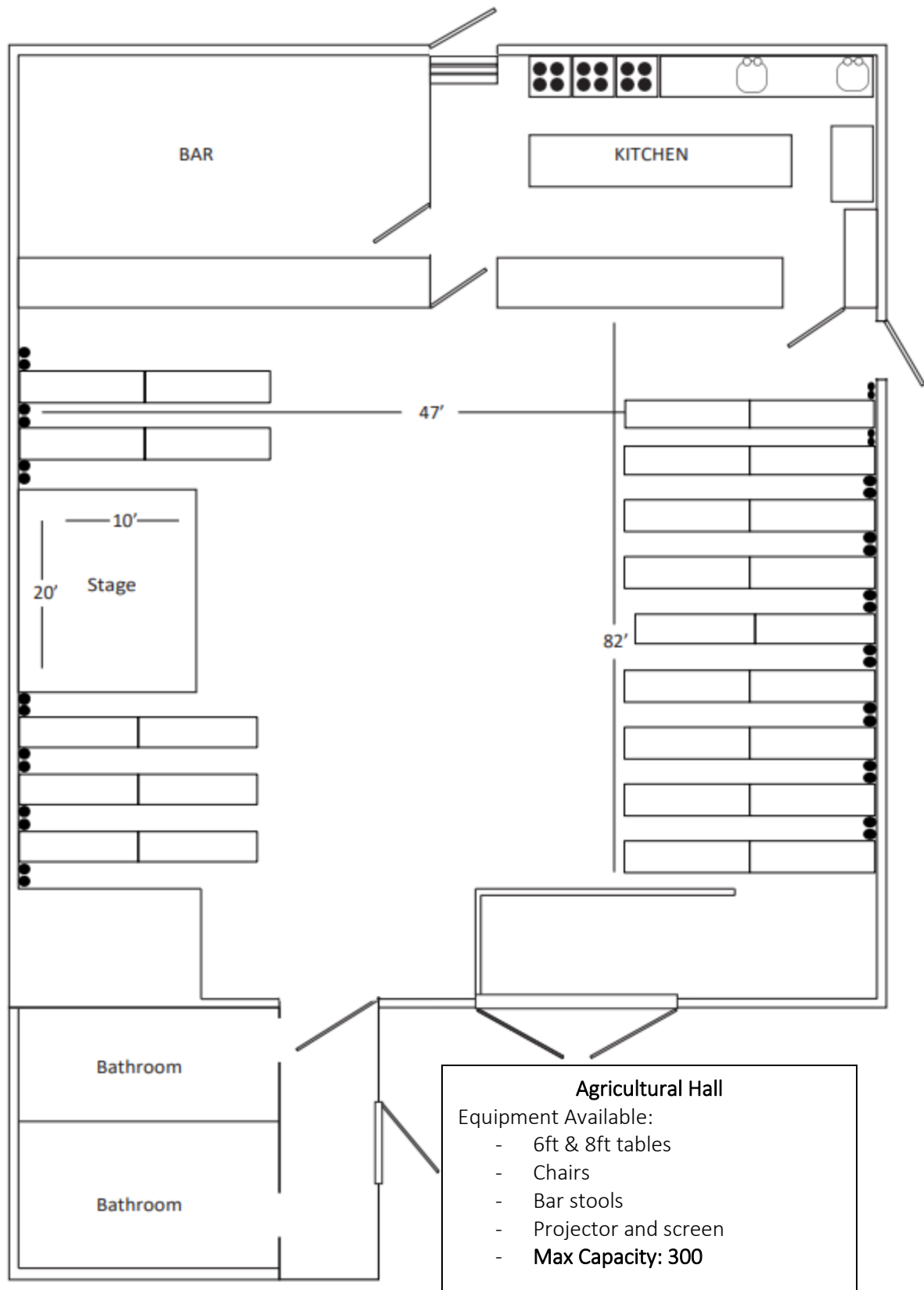
To receive a full refund of the hall rental fee, your cancellation must be received in writing to info@carpfair.ca or by phone 613-839-2172 **at least 6 months (180 days) prior to your reservation date.** Thereafter, a cancellation fee will be deducted from the hall rental refund on the following schedule:

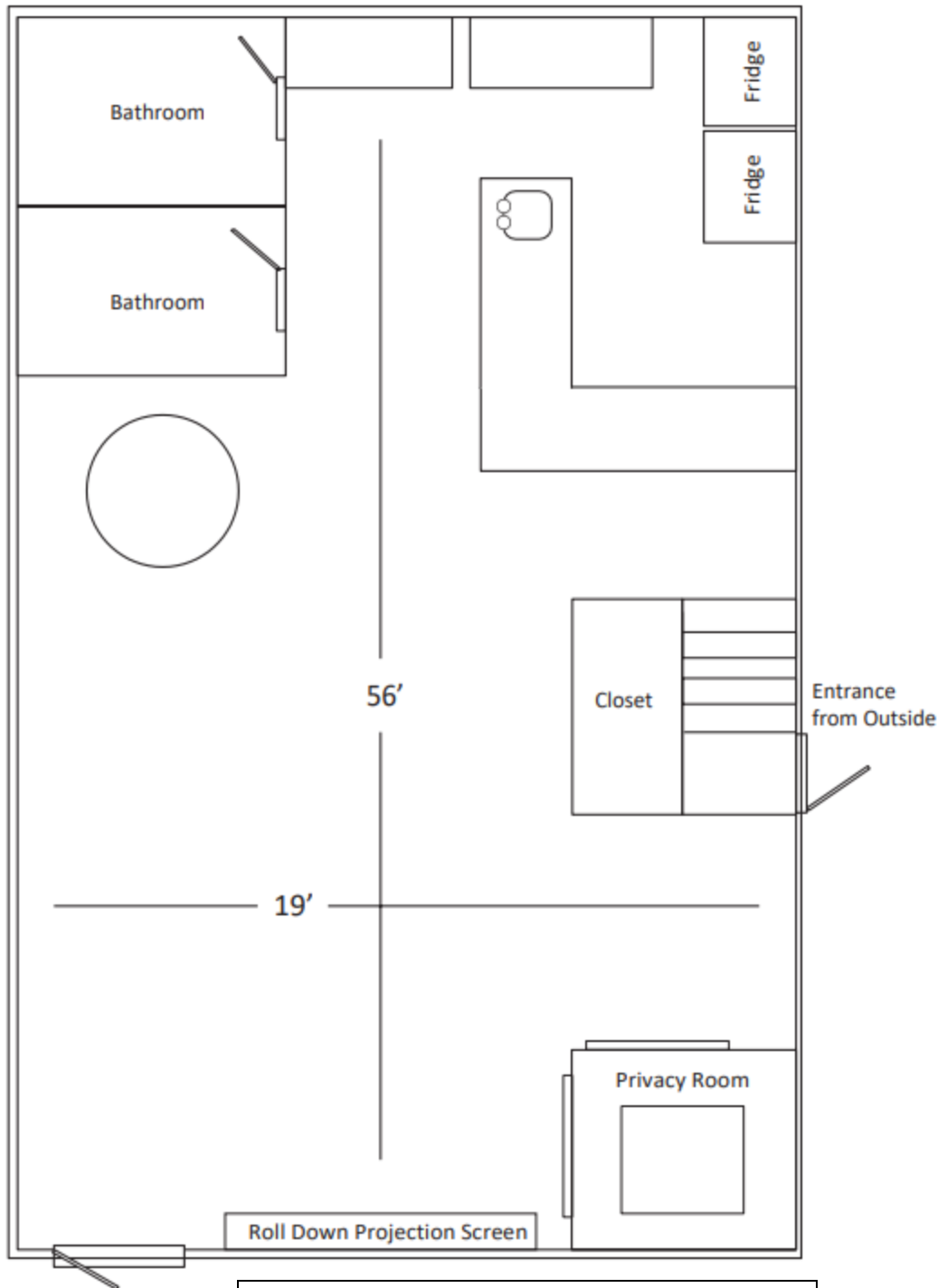
- Cancel on or before 180 days for full refund (180 days)
- Cancel on or before 90-180 for 75% refund (90-180 days)
- Cancel on or before 30- 90 days for 50% refund (30-90 days)
- Cancel after less the 30 days 0% refund (less than 30 days)

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ Date: _____

Approved by: _____ Date: _____





Room 85

Equipment Available:

- 6ft & 8ft tables
- Chairs
- Bar stools
- Projector and screen
- **Max Capacity: 73**