

RENTAL AGREEMENT

Applicant Name: _____

Company/Organization: _____

Address: _____

Work phone: _____ Home: _____ Cell: _____

Email: _____

Caterer Name If Applicable: _____ Phone: _____

DATE OF USE: _____ Time: _____ People Expected: _____

Additional Dates: _____, _____, _____, _____, _____

BAR Required(circle): YES NO Start Time: _____

Indicate nature of the event, business status and membership status (if applicable):

____ Wedding/Reception/Party

____ Nonprofit

____ CAS Member

____ Meeting/Class

____ Business

____ Annual Sponsor

____ Other

____ Government

Terms & Conditions

The hall is rented between 8AM and 1AM unless other arrangements are approved. Setup and cleanup outside the stated hours requires approval and may incur additional charges. To ensure access to the hall at 8AM the day of the event, keys can be checked out the workday before at the Fair Office between 9AM and 3PM. All vendors, equipment, visitors 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 time-frame 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 premise the day of 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 and bottle) will be removed by bar staff within 45 minutes of bar being closed.
- Food (sandwiches at the minimum) must be available sometime during the hours bar is open.

CONDITIONS OF USE:

1. The following individuals are **not** permitted to participate in the rental:

- i. Anyone who is sick or has any of the following symptoms: fever, cough, sore throat, runny nose, shortness of breath or difficulty breathing, headache
- ii. Anyone who has recently returned from traveling outside of Canada, in the past 14 days
- iii. Anyone who has knowingly been exposed to, or been in contact with anyone who has tested positive for COVID-19, in the past 14 days

2. **Maximum number of persons** permitted during the rental is **90**.

3. It is recommended that all individuals carry and frequently use hand sanitizer containing at least 60% alcohol content.
4. It is recommended that all individuals refrain from touching their face with unclean hands (especially eyes, nose and mouth).
5. 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.
6. All individuals must comply with all current Ottawa Public Health recommendations and directives related to COVID-19.
7. Restrictions/conditions are subject to change without notice based the Province of Ontario's emergency orders and Ottawa Public Health.

General Rules

1. The Hall is a NON-smoking facility.
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. No smoke machines may be used in the hall.
5. 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.
6. Use involving the sale of alcohol is regulated by the AGCO standards. NO alcohol may be given as prizes. Gift Cards are acceptable.
7. 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.
8. Carp Agricultural Society is not responsible for lost or stolen articles, under any circumstances

Rental Fee Structure (exclusive of HST 13%)	Standard	Major Sponsor	Service Group
Hall with bar: (wedding, reception, mixed party)	\$350	%15 Discount	\$297.50
Hall with no bar: (conference, AGM, meeting)	\$300	%15 Discount	\$255.00
Room 85 with bar: (birthday, shower, appreciation)	\$200	%15 Discount	\$170.00
Room 85 with no bar (meeting, training, workshop)	\$150	%15 Discount	\$127.5
Hayloft (meeting, training, workshop)	\$150	%15 Discount	\$127.5
Projector and Screen Rental (if available)	\$50	INCLUDED	INCLUDED

Security Deposit

A Security Deposit for the Hall in the amount of \$400 post date to day of event must be received within 7 days of booking, or the reservation will be subject to cancellation. Security Deposit (\$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 after HST.

Lost Keys

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

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:** _____

Payment Schedule

Rental Base Fee: _____ x Days _____ = _____

Subtotal: _____

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

Total Due: _____

Renting (circle): Hall Rm 85 Hayloft

Application Date: _____

Hall Security Deposit Amount: \$400 Postdated Due on: _____ Date of Signing _____ Received: _____

Rental Deposit Amount: _____ Due on: _____ Received: _____

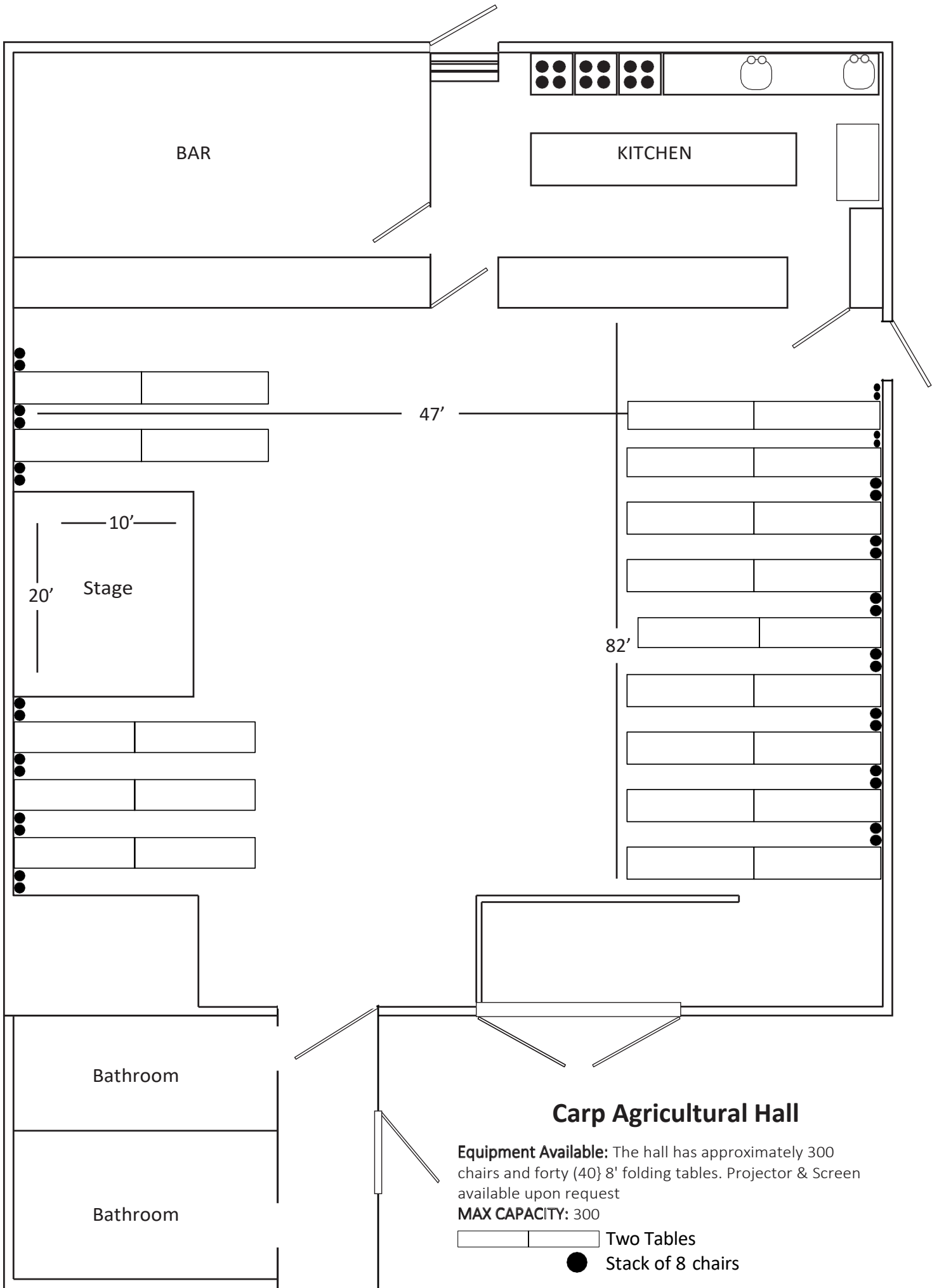
Final Payment Amount: _____ Due on: _____ Received: _____

Method of Payment: Chq: _____ Credit: _____

Name of Card: _____ Card #: _____

Exp.: _____ CVC: _____

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 **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)



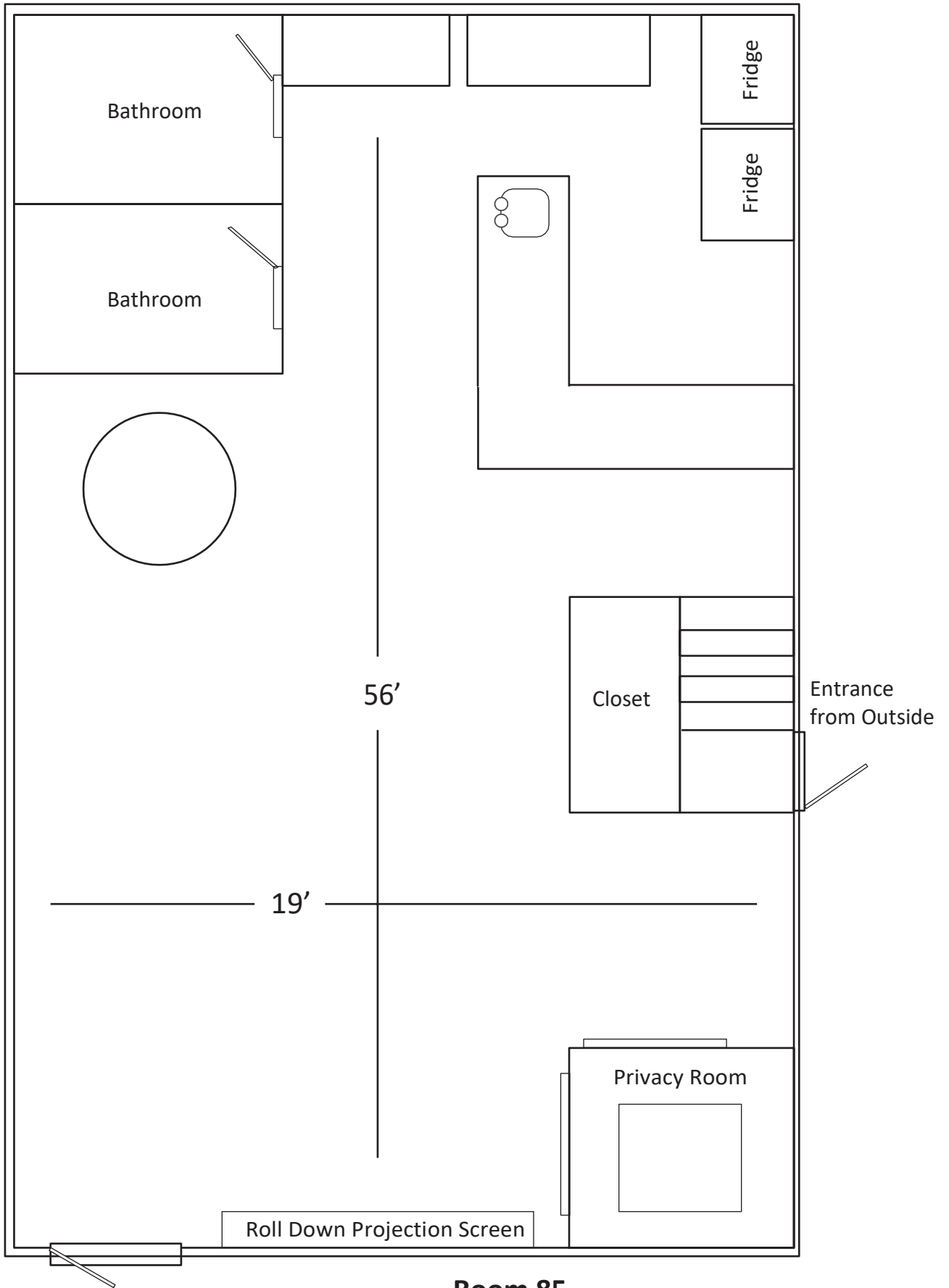
Carp Agricultural Hall

Equipment Available: The hall has approximately 300 chairs and forty (40) 8' folding tables. Projector & Screen available upon request

MAX CAPACITY: 300

Two Tables

Stack of 8 chairs



Room 85

Equipment Available: The room has approximately 50 chairs and eight (8) 6' folding tables plus one high-top round table and 11 bar stools.
 Projector & Screen available upon request
 MAX CAPACITY: 55