



SHREWSBURY AND RAGLAN ASSEMBLY

RENTAL APPLICATION

Contact: Ben Coll

Call: 519.324.2291

Email: coll@live.ca

Applicant's Information

First Name:		
Last Name:		
Address:		
Contact Number:		
Have you rented hall previously? Yes or No		
Are you currently an SRA paid Member? Yes or No	Membership #	

Rental Details

Date for Rental Request:
Start Time:
End Time:
*Is this a free public event (Anybody can attend at no charge & no fundraising) Yes or No
*Is this an SRA fundraiser? Yes or No If yes what is the purpose of the fundraiser?

Rental Fees

- Hall \$100.00 per day
\$50.00 per ½ day (4 hours or less)
- * * ½ day rentals only available Monday through Thursday
- Kitchen \$ 25.00 per day (stove & steam table)
- Grounds To be determined, written request to SRA Director for Board approval
- Security Deposit \$100.00

Rental Facilities Requested

Hall:	Fee \$
Kitchen:	Fee \$
Grounds:	Fee \$
Security Deposit:	Fee \$ 100.00
Total Fees <u>FULL PAYMENT</u> required Upon signing Contract	\$

Hall Usage and Rental Rules

- 1.) No smoking is permitted in the Hall or Pole Barn
- 2.) Person(s) renting the facilities will be charged costs for any damages or cleaning if it is deemed that the facility(grounds) were damaged or left unclean at the end of the rental period.
- 3.) Security Deposit will be returned upon final inspection of the facilities. Any damages over and above the \$100.00 will be charged to the applicant.
- 4.) Children must be supervised at all times.
- 5.) Animals are not permitted unless they are Service Animals.
- 6.) The tables and chairs are not to be used outside the Hall.
- 7.) SRA members are entitled to a 20% discount on their rental fee.

Fundraising Policy and Procedures

If the rental is for SRA fundraising purposes guidelines must be adhered to.

- 1.) Event Coordinator must present their idea at an SRA meeting.
- 2.) There will be no rental fee required..
- 3.) The Event Coordinator will keep records and receipts of all outgoing and incoming monies
- 4.) At the end of the event the Coordinator and SRA treasurer will review and document event
- 5.) The funds must be deposited to SRA account, but then a cheque may be issued if the funds were targeted for something specific within the mandate of the event.
This is purely for CRA regulations, to reflect appropriate accounting.

Liability Statement

By signing this rental application and agreement, the lessee agrees to assume the responsibility and legal liability for the above described event, and to abide by all the conditions, rules and regulations that are within this document. Additionally, the lessee agrees to indemnify, defend and hold harmless the Shrewsbury Raglan Assembly (SRA) and its members from any and all claims for bodily injury or attendee's personal property damages that may arise out of or connection with this agreement and use of the premises. The lessee has also reviewed and has agreed to the Rules and Conditions within this agreement.

Signature of Applicant: _____ Date: _____

Signature of SRA Representative: _____ Date: _____

Cheques are payable to: Shrewsbury Raglan Assembly