

**HALL RENTAL AGREEMENT**

MLCC Hall # 211150 (300 capacity)

I/We, the undersigned, hereafter known as the Lessee, agree to rent the above named banquet hall on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the occasion/celebration of \_\_\_\_\_ and further agree to abide by and comply with the following conditions :

1. The Lessee accepts the duties & responsibility of *Permit Holder* under the *Liquor Control Act and Regulations*. See reverse for the list of duties & responsibilities provided by MLCC.
2. The Lessee accepts the responsibility for any damage and agrees to pay for replacement and/or repair of damages.
3. The hall is to be vacated *by patrons* one hour after the termination hour indicated on the liquor permit or on this agreement if there is no liquor permit.
4. Schedule for payment of rental fees :
  - a. Deposit due 2 weeks before event date. \_\_\_\_\_  
(Returned after event upon hall inspection & approval of condition of facilities)
  - b. Hall rental fees due day of event. \_\_\_\_\_  
(Includes cleaning of hall and upon request, setup of tables & chairs)
  - c. Kitchen fees if ovens will be used (\$50) \_\_\_\_\_
  - d. If hall is left excessively dirty after an event and extra cleaning hours are necessary, a fee of \$20 per hour will be deducted from the deposit.
5. Lessee accepts the following hall responsibilities :
  - Pickup key to hall from booking agent at the prearranged time.
  - Obtain liquor permit & liquor (if serving liquor).
  - Hire security guards (if a "social" event).
    - Security shirts are mandatory and available at hall with a \$25 refundable deposit when shirts are returned.
  - Obtain ice and mix (pop, orange juice, clamato juice, etc.).
  - Decorate hall according to guidelines (NO tape on walls).
  - **At the end of the event :**
    - Remove decorations (if any were placed).
    - Remove all food, liquor & empties from the premises.
    - Clear all tables.
      - Please empty liquids into a pail before disposing of glasses/bottles.
    - Clear & wash dishes and counters if kitchen was used.
    - Place garbage bags at back door or in outside bins.
  - **Upon leaving hall ALWAYS :**
    - Make sure all lights are off (including bathrooms, storage room and outside).
    - Make sure all water taps are properly shut.
    - Make sure all outside doors are locked.
  - **Return key** at the prearranged date and time to booking agent.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hall representative