

VILLAGE OF MAYO RENTAL AGREEMENT

The Village of Mayo agrees to rent the following:

- Community Hall, Community Hall and Kitchen, Curling Lounge, Curling Lounge and Kitchen, Curling Rink Ice, Meeting Room, Tables, Chairs, Tents (outside gatherings)

TIME: _____

RENTER: _____ DATE: _____

At the following rates:

Table with 3 columns: Room Name, Hourly Rate, Daily Rate. Rows include Community Hall, Curling Lounge, and Meeting Room with various options like 'with Kitchen' and 'with Bar'.

ROOM CAPACITY

Table with 2 columns: Room Name, Capacity. Rows: Community Hall (300 people), Curling Lounge (140 people)

TENTS Note: deposit is due upon pick-up; 1/2 of fees are due when booking, 1/2 are due prior to set-up

Table with 2 columns: Tent Type, Price. Rows: 60' Hexagonal (1) \$500 per day plus \$1500 refundable damage deposit, 20X20' square (1) \$250 per day plus \$1000 refundable damage deposit, 18x20' canopies (2) \$150 per day plus \$500 refundable damage deposit

The Village will charge one additional day's rent in total for the mob and demob day (for picking up and returning the tent(s)). The Village will charge one additional day's rent for each day that the tent is kept by the renter after the return date agreed to on the rental form.

A knowledgeable VOM staff member must be present for the set up and take down of the tent if the tent is being set up and taken down by the renter himself. The appropriate wages for this Village of Mayo staff member (regular overtime pay, plus a 10% administration fee) will be charged to the renter in addition to the rental fee.

GST will be charged in addition to the tent rental charges.

Curling Rink Ice	\$25.00 per hour, \$150.00 per day
Junior Curling	Free (School Program or Coached)
3 Day Bonspiel	\$600.00 (includes lobby, bar, ice, kitchen)
2 Day Bonspiel	\$400.00 (includes lobby, bar, ice, kitchen)

Special Functions

Dance	\$300.00 (inc. Bar & Kitchen))	Banquet (inc. Bar & Kitchen)	\$250.00
Dance and Banquet	\$275.00(inc. Bar & Kitchen)	Wedding (inc. Bar & Kitchen)	\$150.00
Family Dance	\$40.00 (Inc. Bar)	Funerals	No Charge
Children’s Halloween and Christmas Parties		No Charge	
Sound System	\$50.00 per day	Tables	\$ 7.00 each per day
Child’s Birthday party	\$25.00 for 2 hours	Chairs	\$2.00 each per day

_____ Sub-total	_____ Deposit
_____ 5% GST	
_____ TOTAL	

The renter agrees to the following:

1. The clean up after the rental is the responsibility of the renter: washing dishes, pots, pans, wiping and putting tables and chairs away and sweeping, dry/damp mopping and spot cleaning all floors, and cleaning the washrooms.
2. A minimum deposit of \$50.00 and up to \$100.00 will be required at the time of booking. If the renter fails to clean the facility the deposit will not be returned.
3. The deposit can be paid by either cash, cheque or Government issued LPO’s/PO’s
4. Any damage occurring during the period of the rental is the responsibility of the renter. The deposit will not be returned and will be deducted from the cost of repairs. If the damage resulting from the function is not fully paid for, future use of the facility will be denied until payment is received.
5. The Kitchen and Bar inventory will be checked after each rental. Any missing items will be billed to the renter.
6. The Village of Mayo will not be held liable for any accident incurred during the period of the rental.
7. The renter is responsible for insuring that the premises are locked when they vacate after the function.

Signed this _____ day of _____ ,

Renter: _____

Village of Mayo: _____

Position: _____

CHECK AFTER FUNCTION:

1. Cleaning _____ Good _____ No Assessment \$ _____
2. Damage _____ Yes _____ No Assessment \$ _____
Explanation _____

3. Kitchen Inventory checked _____ yes _____ no
Items Missing: _____

4. Bar Inventory checked _____ yes _____ no
Items Missing: _____

Signed this _____ day of _____, _____

Renter: _____ Village of Mayo: _____