



# **GALWAY HALL**



**388 GALWAY ROAD, KINMOUNT ON K0M 2A0**

**(705) 488- 2831**

## **RULES OF ETIQUETTE**

The Galway Hall is owned by the Municipality of Trent Lakes. It is operated by the Galway Hall Board.

The Hall Rental Policy and the Rules and Regulations apply to all individuals.

Please review the checklist below before and after your usage of the Hall to ensure that all rules and regulations have been followed. At the termination of the applicant's use, the Hall should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

### **CHECKLIST**

- **Floors have been swept.**
- **Kitchen is clean, tidy, and in proper order (if used).**
- **Dishes, pots, coffee pots, and appliances are cleaned and returned to their original location.**
- **All running water has been shut off (including the washrooms).**
- **All garbage and recyclables are picked up and removed from the Galway Hall by the users.**
- **Tables (if used) must be cleaned and returned to their original location.**
- **Chairs must be stacked (five high only) and returned to their original location.**
- **Decorations (if used) have been removed without any mark or damage to the Hall.**
- **Bathrooms are lean and in proper order.**
- **All lights are shut off (including the washroom lights).**
- **All fans have been shut off (if used).**
- **All doors and windows have been closed and the Galway hall has been properly secured.**
- **Heat is turned down to 20C (68F).**
- **Air conditioning is turned off.**



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## RENTAL RULES AND REGULATIONS

- The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
- The Applicant will be responsible for setting up the Hall.
- The Applicant will clean the Hall at the conclusion of the event. The list of expected clean-up is posted at the Hall.
- All garbage and recyclables are to be removed from the Hall by the Applicant.
- Exit doors shall be remained unblocked at all times.
- No exposed candles may be used.
- Use of confetti inside/outside the Hall is prohibited.
- The Lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean-up) may result in an additional charge to the Lessee.
- The Galway Hall Board accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
- It is understood that the Lessee shall indemnify and hold the Galway Hall Board harmless from all claims or demands with respect to the use of the Hall. The Galway Hall Board is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
- Private functions are responsible for their own coffee, tea, etc.
- No unauthorized alcohol shall be permitted in the Hall.
- (i) Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. The Applicant must also follow the Municipality of Trent Lakes' Municipal Alcohol Policy.
- (ii) The Applicant must obtain the Special Occasion Permit and purchase insurance for any event involving alcohol. The Special Occasion Permit must be given to a Galway Hall representative at least seven (7) days prior to the event.
- (iii) The Hall provides the Smart Served trained bar staff.

### RENTAL FEES

<b>Full Day</b>	<b>\$ 75.00</b>
<b>Half Day (&lt; 6 hours)</b>	<b>\$ 40.00</b>
<b>Kitchen Only</b>	<b>\$ 75.00</b>
<b>Rental With Liquor</b>	<b>\$ 150.00</b>
<b>Meeting Room</b>	<b>\$ 25.00</b>
<b>Church Group</b>	<b>nc/donation</b>
<b>Funerals/Memorials</b>	<b>nc/donation</b>



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## GALWAY HALL RENTAL AGREEMENT (Between the Galway Hall Board and the Applicant(s))

**APPLICANT INFORMATION:** Ratepayer? YES \_\_\_ NO \_\_\_  
Name (individual/organization): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ email address: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(mm/dd/yy) (Includes set-up and clean-up)

Rental Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
(Liquor Events: Mandatory)  
(Other Events: Decision of the Hall Board Rep)

**Liquor License Approval #:** (if applicable) \_\_\_\_\_  
(ANY event at the Galway Hall where liquor is served **MUST** have a Special Occasions Permit and appropriate insurance. The SOP **MUST** be submitted to the Hall Board Rep **SEVEN (7) days** prior to the event.)

\_\_\_\_\_  
Name of Insurance Company Policy # Telephone #

I/We have read and understand the rules and regulations set out by the Galway Hall Board pertaining to the rental of the Galway Hall. I/We agree to abide by them and I/We further agree to exercise the utmost care in the use of our facilities and to reimburse the cost of repairing any damage arising from our occupancy.  
I/We certify, if holding a licensed event, that I/We have read and agree to abide by the Municipality of Trent Lakes' Alcohol Policy for Community Halls, Recreational Facilities, and Parks.

\_\_\_\_\_  
Signature Print Name Date (mm/dd/yy)