



On Outlook _____
 Keystone # _____

Meaford Hall Rental Agreement

This agreement is for the rental of space(s) and/or services at The Meaford Hall has made between the undersigned purchaser (herein called the "Purchaser") and The Meaford Hall. This agreement stipulates that the Purchaser contracts for the rental use of specific space(s) and/or services at The Meaford Hall under the following terms and conditions:

Purchaser Details:

Name of Purchaser: _____
 Address: _____ Postal Code: _____
 Contact Name: _____
 Phone Number: _____
 Date of Rental: _____
 Time of Rental: _____ (Event start/end time): _____

<u>Location</u>	<u>2009 Community Rate</u>		<u>2009 Commercial Rate</u>	
	<u>4 Hrs</u>	<u>8 Hrs</u>	<u>4 Hrs</u>	<u>8 Hrs</u>
Combined Galleries	\$125	\$250	\$300	\$500
North Gallery:	\$75	\$150	\$175	\$300
South Gallery:	\$60	\$120	\$150	\$240
Terrace Room:	\$50	\$80	\$125	\$160
Terrace Room with Terrace	\$75	\$120	\$175	\$240
Board Room	\$50	\$75	\$115	\$150
Total Other (from chart below)				
Sub Total				
GST (5%)				
Total				
Less: Deposit (30%)				
Total Amount Owing				

Set Up Details:

Number of guests: _____
 Seating Style: audience classroom round table horseshoe other
 Head Table required: Yes/No
 Other Details: _____

Hospitality:

White Tablecloths	\$5.00 each
Catered Use: Dishes and Flatware	\$1 per person
Coffee/tea/water/juice service	\$1 per person (min \$20)
Kitchen – Catered Use	\$50
Kitchen – Minimal Use (inc. urns)	\$25

Technical:

Tech Package(mic, mixer & speakers)	\$150.00
Wireless microphone	\$50.00
Portable Screen & Projector	\$30.00
Easel	\$5.00 each (3 available)
Portable Whiteboard	\$5.00
Lectern	no charge

Conditions:

1. Meaford Hall is a composting, recycling facility and all waste must be sorted into appropriate containers. Failure to do so will result in cleanup cost of \$35/hr for Meaford Hall staff to sort. All leftover consumables must be removed from the kitchen at the end of the rental time. Any items left behind will be disposed of at the discretion of Meaford Hall management.
2. The Purchaser agrees that upon rental of dishes & flatware at the end of the event the kitchen items will be put away clean. As well the kitchen will be restored to its original state upon leaving. Failure to do so will result in cleanup fees of \$35/hr for a minimum 2 hr call-in.
3. The Purchaser agrees to abide by all applicable room capacity limits and the guidelines in the Municipal Alcohol Risk Management Policy
4. Confetti shall not be permitted in or outside Meaford Hall
5. Nails, wood screws, bolts, tape must not be used to affix decorations to the walls, floors or ceilings at any time.
6. The purchaser agrees to provide and pay for police or security officers if deemed necessary by the Meaford Hall Management.

We, the undersigned agree to the all the terms and conditions of this agreement as outlined above.

On behalf of the Purchaser: _____ Date_____

On behalf of Meaford Hall: _____ Date:_____

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