



BANQUET HALL RENTAL AGREEMENT

Rental Date(s): _____, 20__.

Contact Person: _____ Phone: _____

- **A non-refundable Deposit of \$50.00 is required to secure basic banquet hall rental. Hall rental fee will be determined according to the fee schedule in the current WDRA Rental Rates Brochure.**
- 1. Maximum Hall **Capacity** for events is 170 persons with dinner tables/ and dance floor; 240 persons without dance floor.
- 2. The hall may be accessed for **Decorating** purposes the evening prior to function or day of function providing there is no other booking on that date or the day of the event.
- 3. The hall must be **Vacated** within 30 minutes following the finish of the function and all decorations must be removed at the end of the function.
- 4. The **Balance** of the rental fee must be paid to the WDRA Booking Representative upon picking up the key at the time of function.
- 5. **Damage** costs may be charged to the renter if excessive damages occur during function.
- 6. **Kitchen Access:**
 - a) The renter is responsible for general clean-up of the kitchen area.
 - b) The food inventory stored within the kitchen is for WDRA catering purposes only.
 - c) The renter is responsible for the proper care of all equipment and dishes within the kitchen area.
 - d) Additional costs may be added for missing or damaged articles.
- **Bar Facilities:**
 - a) Bar facilities is the responsibility of the WDRA.
 - b) All bar supplies are included in the hall fee.
 - c) All alcohol must be purchases through the WDRA.
 - d) Bar prices are set by the WDRA..
 - e) The renter may request a specific variety of liquor stock.
 - f) All bar revenues will be retained by the WDRA.
- 7. **Security** may be required at certain functions, which will be determined by the WDRA booking representative, and the cost of same will be borne by the renter.



Name of Group: _____ Date : _____

Email Address of Contact Person: _____

Address of Group or Contact : _____

Rental Fees: \$ _____ + HST (13 %) \$ _____ = Total Fees \$ _____

Deposit Received: \$ _____ Date: _____ Balance Owing: \$ _____

Balance Received: \$ _____ Date: _____ Total Paid in Full: \$ _____

Signature of Rental Representative: _____

Signature of WDRA Representative: _____

BANQUET HALL RENTAL AGREEMENT – 2

Please choose the items you need from this list:

Fees:

- UPSTAIRS HALL PACKAGE \$450.00 _____
- Banquet Hall Hourly Rate \$30.00/hr. _____
- Kitchen Access (for Cold Meal) \$50.00 _____
- Kitchen Access (Hot Meal) \$125.00 _____
- Use of Outside Caterer \$150.00 _____
- Set-up Fee (round tables/chairs) \$50.00 _____
- Rectangle wood tables/chairs No fee – Renter sets up NIL
- Cleaning Fee \$100.00 _____
- Projector & Screen \$50.00 _____
- Linen Tablecloths \$80.00 _____

- ARENA FLOOR PACKAGE \$500.00 _____
- Arena Floor Rental (Off season) \$50.00/hr. _____
- Set up/take down in Arena \$200.00 _____

Rental Fees: _____

NOTES: