



BANQUET HALL RENTAL AGREEMENT

Rental Date(s): _____, 20__.

Contact Person: _____ Phone: _____

1. 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**.
2. Maximum Hall **Capacity** for events is 170 persons with dinner tables/ and dance floor; 240 persons without dance floor.
3. 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.
4. 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.
5. The **Balance** of the rental fee must be paid to the WDRA Booking Representative upon picking up the key at the time of function.
6. **Damage** costs may be charged to the renter if excessive damages occur during function.
7. **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.
8. **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.
9. **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 Owng: \$ _____

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

Signature of Rental Representative: _____

Signature of WDRA Representative: _____

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Please choose the items you need from this list:

Fees:

<input type="radio"/> Community Centre Hourly Rate	\$30.00/hr.	_____
<input type="radio"/> Arena Floor Rental (Off season)	\$50.00/hr.	_____
<input type="radio"/> Kitchen Access (for Cold Meal)	\$50.00	_____
<input type="radio"/> Kitchen Access (Hot Meal)	\$100.00	_____
<input type="radio"/> Use of outside caterer	\$150.00	_____
<input type="radio"/> Set-up Fee (round tables/chairs)	\$50.00	_____
<input type="radio"/> Rectangle wood tables/chairs	No fee – Renter sets up	_____ Nil _____
<input type="radio"/> Cleaning Fee	\$100.00	_____
<input type="radio"/> Big Screen Presentations	\$50.00	_____
<input type="radio"/> UPSTAIRS HALL PACKAGE	\$460.00	_____
<input type="radio"/> ARENA FLOOR PACKAGE	\$500.00	_____
	TOTAL:	_____

NOTES: