



# Village of Chase

## Community Hall Rental Application

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town/Village \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

Indicate rental options. Include the time required to perform set-up and clean-up.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Upper Hall – 12 hours                    | <input type="checkbox"/> Room A – 12 hours | <input type="checkbox"/> Room C – 12 hours     |
| <input type="checkbox"/> Upper Hall – 8 hours                     | <input type="checkbox"/> Room A – 4 hours  | <input type="checkbox"/> Room C – 4 hours      |
| <input type="checkbox"/> Upper Hall – Weekly                      | <input type="checkbox"/> Room A – Hourly   | <input type="checkbox"/> Room C – Hourly       |
| <input type="checkbox"/> Upper Hall – Weekend                     | <input type="checkbox"/> Room B – 12 hours | <input type="checkbox"/> Kitchen – Dishes Only |
| <input type="checkbox"/> Commemorative Service<br>– up to 5 hours | <input type="checkbox"/> Room B – 4 hours  | <input type="checkbox"/> Full Kitchen          |
| <input type="checkbox"/> PA/Audio-Video System                    | <input type="checkbox"/> Room B – Hourly   | <input type="checkbox"/> Bar                   |

- A 10% non-refundable rental deposit is required 15 or more days prior to the event. A 100% payment is required if less than 15 days until event.
- The non-refundable rental deposit will be applied to the Rental Fee.
- Transferability of the non-refundable rental deposit may be allowed at the sole discretion of the Village.

Special Event Liquor Permit Number (if applicable) \_\_\_\_\_

It is your responsibility to ensure all applicable permits and/or licenses are in place for your event.



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### OTHER PERMITS

Special Event Liquor Permit Number (if applicable) \_\_\_\_\_

It is your responsibility to ensure all applicable permits and/or licenses are in place for your event.

### DAMAGE DEPOSIT

- A Damage Deposit is required as per the *Fees and Charges Bylaw 820-2016*. If the Hall is in a condition acceptable to Village staff the Damage Deposit will be refunded.
- If the key is not returned within 5 business days a charge of \$100 will be retained by the Village. If the key is subsequently returned, this amount will be refunded.
- Deposits will be refunded within 10 business days.
- If applicable, cleaning charges will be deducted from the Deposit at a rate of \$60 per hour plus a 15% administration fee.

Applicable fees and the full rental amounts must be paid 15 days prior to the event or at the time of booking if less than 15 days.

- ☐ I have read and understand the User Group Obligations and Community Hall Policy pertaining to the use of the Chase Community Hall
- ☐ I am 19 years of age or older
- ☐ I understand that Wi-Fi is NOT part of the rental
- ☐ I understand that all forms of smoking and vaping is prohibited on the property
- ☐ I agree to adhere to the Terms & Conditions as set out in the Community Hall Policy.

I certify the information in this form is true and I understand my legal obligation as the Applicant.

Signature of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Personal information on this form is collected under the *Freedom of Information and Protection of Privacy Act*. Any questions regarding this collection should be directed to the Corporate Officer.