

Lloyd Memorial Centre RENTAL AGREEMENT

Kingsport Community Association
Email: bookings@kingsport.ca

Policy Statement: Kingsport Community Association owns, maintains, and operates the H.O. Lloyd Memorial Centre. Rental of the hall helps with the costs of maintaining the building. This rental policy has been approved by the KCA Board of Directors, March 16, 2021.

Rental fees must be paid before the event

(Minimum of 2 hours rental)

Non-residents

Full Day: \$150.00 or Hourly: \$20.00

KCA Members

Full Day: \$100.00 or Hourly: \$15.00

CONDITIONS OF RENTAL AGREEMENT:

1. Renter will be responsible for setting up tables and chairs. Tables and chairs are to be returned to their original place.
2. Surfaces used (tables & chairs, counters) must be wiped down with the cleansers provided.
3. Chairs and tables are not to be taken outside.
4. Please ensure all stove elements and the hot water switch in the kitchen are turned off.
5. Decorations can only be attached to the chair railing, window trim, or hooks already in place. Do not use adhesives, tape, or tacks on the walls. Please, no confetti!
6. If liquor is being offered for consumption, a copy of your liquor license must be presented before the event. Provincial law requires that your license be displayed at your event.
7. Parking is limited next to the Lloyd Centre; there is a handicap parking area at the rear door. Parking is available on the nearby streets.
8. You are responsible for removing all garbage. Please do not leave it in the hall or kitchen.
9. In consideration of neighbours, events are to end at 11PM.
10. The key to the hall must be returned by noon the day following the event. Please place in black 'Drop Box' located at the rear entrance to the Lloyd Memorial Centre.
11. Reminder: no smoking within 20 ft. of the building.

Please enjoy the Lloyd Memorial Centre and thank you for following these guidelines.

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Name: _____

Address: _____

Phone No: _(_____)_____

Email: _____

Type of Event: _____

Date of event: _____ Time of Event: _____

Approx.# of Guests: _____

Rental Fee: \$ _____

\$100 Damage Deposit Paid: _____

(Cash or e-transfer to etransfer@kingsport.ca)

****please note no hyphen in email****

I/We agree to the conditions of renting this hall (see page 1). It is understood that the renter will be personally responsible for injuries or damages to any person or property arising from the rental of the premises on the above date.

Signature: _____

Dated: _____