

Clayton Community Centre

Renter's Information Pack

Welcome to the Clayton Community Centre, and thank you for considering this location for your event.

The following pages contain some general information about the hall and will help you in your planning. We will always try and accommodate your needs and if you have any further questions do not hesitate to contact us.

claytonrecclub@storm.ca

CLAYTON COMMUNITY CLUB RENTAL RATES
BOOKINGS – CONTACT: claytonrecclub@storm.ca

In effect on all bookings after January 1st, 2016

Function rates are based on an evening event beginning at 8:00 pm and ending at 1:00 am, unless otherwise stated in contract. Access for set up etc is available 2 hours before. Variations to these hours should be stated in the contract.

FUNCTION RATE (*Client runs bar and retains bar proceeds*) \$500.00

Renter is responsible for:

- Obtaining a Special Occasion Permit (liquor license – see agco.on.ca)
- Obtaining \$2,000,000 Liability Insurance
- Overseeing ticket sales at the door (renter retains door receipt's if applicable)
- Providing items required for & overseeing preparation of any meals being served (this includes plates, cups, plastic cutlery, napkins, coffee, tea, etc.)
- Picking up and returning alcoholic beverages in accordance with the liquor license
- Stocking the bar (includes alcoholic & non-alcoholic beverages for mix & ice)
- Supplying liquor and beer cups
- Supplying and selling of liquor tickets
- Supplying bartenders; note anybody involved in serving alcohol requires Smartserve certification. See smartserve.ca for more information (Bartenders are also available for hire ... see Additional Fees)
- Supplying non-alcoholic beverages for resale (e.g. pop)
- Supplying snack & canteen items (if applicable)

FUNCTION RATE (*Clayton CC runs bar and retains proceeds*) \$325.00

Renter is responsible for:

- Obtaining \$2,000,000 Liability Insurance
- Overseeing ticket sales at the door (renter retains door receipts if applicable)
- Providing items required for & overseeing preparation of any meals being served (this includes plates, cups, plastic cutlery, napkins, coffee, tea, etc.)

Clayton Community Club is responsible for:

- Obtaining a Special Occasion Permit (liquor license)
- Stocking the bar (includes alcoholic & non-alcoholic beverages for bar mix only & ice)
- Supplying liquor and beer cups
- Supplying & selling of liquor tickets
- Supplying bartending service
- Supplying non-alcoholic beverages for resale (e.g. pop)
- Supplying snack & canteen items (if applicable)

HOURLY RENTAL RATE (*meetings etc*) \$40.00 (min. \$120)

FUNERAL & CHURCH SERVICES (*Typically 1-2 hours*)Donations appreciated

BARTENDER SERVICE (*Three (3) bartenders with Smartserve*)..... \$225.00

KITCHEN FEE (*Use of stoves, ovens etc. for preparation of cooked meals*)..... \$75

OUTSIDE CATERERS

Please have the catering company contact us for further information

ALL BOOKINGS ARE SUBJECT TO:

Deposit required at time of booking \$100.00
(*Non-refundable one (1) month prior to event*)

Clean up (includes main Hall, kitchen & washrooms) \$125.00
(*Separate cheque - Refundable if Hall is cleaned up as per rental agreement*)

MISCELLANEOUS ITEMS of INTEREST

Deposits and Rental Fees

- Please make cheque(s) payable to Clayton Community Club
- Deposits are due upon signing of Rental Agreement (with the exception of daily rentals);
- Remaining Rental Fees are due 30 to 60 days prior to your event (by cash or post-dated cheque);
- Refundable Fees [separate cheques] (e.g. clean-up deposit) will be returned within one (1) week following your event, provided said clean-up has been completed in accordance with rental contract. A clean-up check list is provided below.
- If paying on the day of your function (e.g. daily rental) and you are not able to personally hand the rent to a committee member, please place your rent in an envelope and give it to Shelley or Chris Armstrong at the Clayton General Store or clearly mark the envelope and drop it into the post office box outside the front door of the store if they are closed.

Liquor License Rules

- When alcohol is being sold or provided at your event, a "Special Occasion Permit" (liquor license) from the Alcohol and Gaming Commission of Ontario is required and must be posted in the Hall during your event. See agco.on.ca
- Application for the permit is by the party running the bar.
- Keep all alcohol consumption within the Hall and not in the parking lot;
- All leftover alcohol must be cleared from the tables 45 min. past closing and/or in accordance with the permit.
- Smartserve certification is required by anybody serving alcohol

\$2,000,000 Liability Insurance

- All renters must have liability insurance which can typically be provided by your household insurance provider. If you are providing alcohol, ensure it includes Host Liquor Liability. If you are using caterers ensure they also have liability insurance.
- We do ask for proof of all liability insurances.

Keys

- Please pick up and return the access key to Clayton General Store. If the store is closed when you return the key, please drop it into the post office box mounted outside the front door of the store;
- The ALLEN key is used to unlock the FRONT DOORS. After your event, remember to LOCK UP and leave the allen key at the Hall.

Set-up

- Please feel free to set up / decorate the Hall any way you like, Exceptions; please no glitter, foil, confetti, straw or hay bales.
- However, following your event, the Hall must look like it did prior to your set up [e.g. tables down both sides with 16 chair settings at each table (8 per side)]
- Failure to return the Hall to its original set up will cost you an additional \$100 over and above the rental fee for your event. If prearranged, it may be possible to come back and finish cleaning the Hall the morning following your event.

Kitchen Facilities

- For your convenience, the Hall has two stoves, a fridge, freezer and two 80 cup coffee & tea percolators [the far right section of the large 3-door cooling unit is also available for food]; Dutch ovens and three chaffing dishes are also available (fuel is not supplied)
- Any serving bowls, platters and cutlery used must be washed and put away [if you are unsure where something goes, just leave it out on the counter and we will put it away – hang any tea towels out to dry – we will wash them];
- The Renter is responsible for providing their own disposable plates, coffee cups, cutlery, napkins, saran wrap, coffee, tea, sugar, creamers/milk and condiments [e.g. butter, mayo, mustard, relish, ketchup] and rolls of plastic table cover;
- NOTE: It takes approx. 1hr. for the coffee & tea to brew. Fill pots with the desired amount of water then pour ground coffee directly into the tray insert (approx. 1 styrofoam cup of coffee for every 10 cups of water). Plug the pots into two separate outlets [otherwise you will blow a fuse] and turn them on. The light turns red when brewing is complete. For tea, first boil the water as above, then add tea to steep for 10 min. (approx. 1 tea bag for every 2 cups of water).

For your convenience, we have compiled a list of items you may require, depending on your event:

BAR / DRINK SUPPLIES (mix, etc.)

- Regular & Diet Coke
- Regular & Diet Pepsi
- Regular & Diet Ginger Ale
- Tonic and Soda waters
- Clamato (celery salt, celery ... although most go with premade bottled Caesars)
- Orange Juice
- Milk (e.g. Mudslides, White Russians ... also available in premade bottles)
- Bottled Water
- Juice for kids
- Ice
- Tickets (bar & 50/50)
- Beer & Liquor Cups

KITCHEN / MEAL SUPPLIES

- Coffee
- Tea
- Cream / Milk
- Sugar / Splenda
- Salt / Pepper
- Condiments (mayo, ketchup, mustard, butter, etc.)
- Aluminum Foil / Saran Wrap
- Napkins
- Paper plates
- Styrofoam cups for coffee / tea
- Plastic utensils
- Serving utensils
- Rolls of plastic table cover

We do have serving trays, utensils and real cutlery available. If used, they MUST be washed, dried and put away where you found them.

Any plates, cups, condiments, etc. that are on-site are property of the Hall or our regular renters. Your honesty is appreciated.

CLEAN-UP CHECKLIST

MAIN HALL

- Empty any leftover liquids into slop pails [NO LIQUIDS IN GARBAGE PLEASE]
- Take down & remove ALL decorations from your event
- Wipe down all tables/chairs with cleaning solution and wet cloth
- Sweep floor [including under and around tables]
- Scrub any spills and soiled areas with wet mop and cleaning solution

STAGE AREA

- General cleanup of any cups, plates and garbage
- Ensure any large debris is picked up from carpet

WASHROOMS

- Ensure all toilets are flushed
- Clean all toilets & urinals [incl. seats, rims and bowls]
- Wipe down vanity & sinks [incl. faucets]
- Clean mirrors
- Empty garbage [incl. small baskets in stalls]
- Sweep floors [scrub any spills & soiled areas]

KITCHEN / BAR AREA

- Wipe down all counters and HANG any wet tea towels to dry
- Rinse liquor pourers in hot water [return to bucket and cover with tea towel]
- Remove all liquor and beer [including empties]
- Wash and dry any dishes, utensils and trays used and return to PROPER location [if unsure, please just leave them on the counter]
- Wipe down and disinfect sinks & stoves
- Rinse out coffee pots and remove ALL remaining food

GARBAGE

- All bags must be tied and placed in bin outside the back door [if there is not enough room in the bin, bags that DO NOT have LIQUID or FOOD in them may be left inside the door]
- Breakdown cardboard boxes & recycling

GENERAL

- Rinse and HANG mops to dry
- Empty and rinse out mop bucket
- Ensure all windows are closed
- Turn off ALL lights [incl. washrooms & stage area]
- Ensure ALL doors are locked [main entrance, side door by stage and kitchen/bar entrance]
- Pick up any noticeable garbage / empties from parking lot area
- Check main entrance for cigarette butts and sweep if required
- Take notice of anything suspicious in parking lot and surrounding area

TYPICAL TERMS AND CONDITIONS

Some of these may not apply, or be modified for your specific event, especially if alcohol or food are not involved. They are provided as an EXAMPLE ONLY and do not represent the binding terms and conditions which would form part of the signed rental contract.

Licensor: Clayton Community Centre,
Licensee: The renter

CAPACITY of the Clayton Community Centre is 292 people. Maximum attendance will be governed by Fire and Liquor License Act Regulations. If more people come than regulations allow, the people over the permitted number will not be allowed to enter the facility. Enforcing the regulations will be the responsibility of the Licensee.

CLEANING & DAMAGE DEPOSIT(S). If required, the cleaning & damage deposits are due 60 days prior to the event and should be made payable to Clayton Community Club. Please note that these deposits are separate from the date-hold deposit to secure the date and space. These deposits will be refunded within one (1) week following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to the Licensor. The Licensee is responsible for any physical damage to the Hall or any damage to/or loss of any equipment contained therein resulting from activities conducted at the Hall during the rental period and the Licensee will indemnify the Licensor for its reasonable costs for repair or replacement of such loss or damage. The Licensor also reserves the right to offset such costs against any security deposit provided.

1. It is the Licensee's responsibility to immediately advise the event prime or Licensor representative of any concerns regarding the condition of the Hall upon taking possession of the premises.

2. SITE DECORATION. The Clayton Community Club wants to make every event here a special and welcome experience. Therefore every effort will be made to allow the Licensee to prepare decorations reflecting their creative requirements. We do ask however, that you do not use glitter or foil (non-paper) confetti, straw or hay bails.

3. CLEANING & TRASH REMOVAL. The Licensor shall ensure that the premises are in a clean condition prior to your event. Within two (2) hours following the event, (or as previously agreed) the Licensee is required to return the space to the same clean condition in which it was found. This specifically includes:

- Sweeping and mopping of floors
- Vacuuming of carpeted areas if required
- Cleaning of tables and main hall area and returning to their original layout
- Cleaning of bathroom counters and floors, flushing and cleaning of toilets
- Cleaning of entryways (particularly in the winter)
- Removal of garbage and debris from building and parking lot area

In the event the Hall is not restored to its prior cleanliness, the Licensee will be billed for any cleaning costs associated with restoring the Hall to its prior condition and the Licensor also reserves the right to offset such costs against any clean-up deposit provided. [Cleaning costs are assessed at \$60/hr.]

If used, caterers must also clean and return the kitchen facilities to its original condition and remove all trash, composting and recyclables from the site as we do not have adequate facilities. In all cases the Licensee is responsible for the condition of the facility following an event. Failure to remove trash or clean will result in additional fees.

Refer to the clean-up checklist for a complete listing of expectations.

4. The Licensee will ensure that the stove, lights and taps are off and the windows and exterior doors are shut / locked upon vacating the premises.

5. **KITCHEN FACILITIES.** For your convenience, the Hall has two stoves, a fridge, freezer and two 80 cup coffee & tea percolators [the far right section of the large 3-door cooling unit is also available for food]. Any serving bowls, platters and cutlery used must be washed and put away [if you are unsure where something goes, just leave it out on the counter and we will put it away – hang any tea towels out to dry – we will wash them]. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke.

The Licensee is responsible for providing their own paper plates, styro-foam coffee cups, plastic cutlery, napkins, saran wrap, ground coffee, tea bags, sugar, creamers/milk and condiments [e.g. butter, mayo, mustard, relish, ketchup] and rolls of plastic table cover.

NOTE: It takes approx. 1hr. for the coffee & tea to brew. Fill pots with the desired amount of water then pour ground coffee directly into the tray insert (approx. 1 styro-foam cup of coffee for every 10 cups of water). Turn on the pots. The light turns red when brewing is complete. For tea, first boil the water until red light appears, then add tea to steep for 10 min. (approx. 1 tea bag for every 2 cups of water).

Please remember to use two separate plugs when brewing the large percolators, otherwise you will blow a fuse.

6. **ALCOHOL POLICY.** Liquor is not allowed unless authorized, and the appropriate permit / license has been obtained. The liquor permit must be presented to your event prime, or Licensor representative, before alcohol can be brought onto the premises. The liquor permit for the event must be posted at the main bar. Failure to notify the Licensor representative of alcohol use for an event will result in the loss of any deposits received.

7. Liquor may be sold and served under the authority of the Special Occasion Permit (SOP) only during the hours specified. All evidence of service and consumption of liquor must be removed immediately after the expiry time on the liquor permit.

8. The holder of a Special Occasion Permit (SOP) shall provide security, approved prior to the function in accordance with standards established by the Licensor, to ensure that unauthorized persons do not attend

the event and that the terms and conditions of the permit and provisions of the Liquor License Act are observed.

9. Alcoholic beverages are only permitted in the licensed areas and must not be served to minors.

10. Facilities shall be vacated no later than the time stipulated on the permit.

11. **INSURANCE AND LIABILITY.** Special Event Liability Insurance is required for all Licensees and Caterers. The insurance must, at the Licensee's sole expense, provide and maintain public liability and personal property damage insurance, insuring Clayton Community Centre and Clayton Community Club's staff against all bodily injury, property damage, personal injury and other loss arising due to the Licensee's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$2,000,000. The Licensee agrees to provide satisfactory evidence of the existence of such insurance no less than one month prior to their event. (email a copy to claytonrecclub@storm.ca)

If alcohol is to be served please make sure that the insurance policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests.

Established caterers and/or outside vendors, companies, and/or institutions may use their own license and insurance. Proof of their Certificate of Insurance and Catering License **MUST** be provided to the Licensor at least one month prior to the event, naming the Clayton Community Club as stated.

12. The Licensor will not be responsible for personal injury or damage, loss or theft of any article of clothing or equipment belonging to the applicant or organization or anyone in attendance. We will hold recovered items up to 60 days and every attempt will be made to return any items to its rightful owner.

13. The Licensee agrees to supervise and manage the activities at the Hall and agrees that the Licensor is not in any way responsible for the supervision and management of the Licensee's activities. The Licensee agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner and its guests shall use the premises in a considerate manner at all times. The Licensor reserves the right, in its exclusive discretion to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of the Licensor or the safety of its staff, guests or building contents.

14. The exits must be kept free of all obstructions. The fire door located by the stage area and opening to the rear parking lot must be kept closed at all times.

15. Licensee agrees to comply with all applicable laws and shall not conduct any illegal act on the premises. This is a drug free and non-smoking facility at all times, **NO EXCEPTIONS.**

16. All merchandise and/or equipment delivered to the rental facility shall be left at the Licensee's risk; the Licensor shall not be responsible for the care or safekeeping thereof or any damage thereto unless

expressly provided for in writing. All equipment must be removed immediately following the event unless prior arrangements have been made and agreed to by the Licensor.

17. All arrangements regarding the starting time on the date(s) must be specific in the Agreement and if time is required for decoration or setting up, this must be agreed upon at the time of signing the Agreement. In the event that the facility is not occupied 30 minutes after the starting time, said facility shall be made available for general use and the Licensee shall be responsible for payment of all fees specified in this Agreement.

18. CANCELLATION. Date-Hold Deposit is Non-Refundable. More than 60 days prior to event: 50% of any rental payments and 100% of any damage and/or clean-up deposit(s) will be refunded. From 30 days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED but 100% of any damage and/or clean-up deposit(s) will be refunded.

The Licensor reserves the right to cancel this contract within 2 weeks of the rental date. All deposits would be refunded if the event is cancelled by the Licensor. If the date is cancelled due to non-compliance with the terms of the permit, the above regulations will apply.

19. The Licensee shall abide by all conditions and amended or additional regulations that will be attached hereto as an appendix to the rental agreement, as recommended and approved by the Licensor. Failure to do so shall result in the cancellation of this agreement.

20. ENTRY & EXIT. Licensee agrees that the Licensor may enter and exit the premises during the course of the event. The Licensor will ensure a staff representative will be on site during your event to periodically check with the responsible parties that everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

21. If keys are obtained for use of the Clayton Community Centre, the keys will promptly be returned to the event prime or Licensor representative. A sign-out sheet and key are available at the Clayton General Store. The Licensee will be liable for any expenses related to the replacement of locks or keys necessitated by the failure to promptly return the keys within 24 hours [estimated cost \$100].