



GUILD HALL FACILITY WEDDING RENTAL AGREEMENT

BETWEEN

“Manager” of the Guild Hall Building
(Town of Shelburne)

AND

“Renter” of the Guild Hall Building

Renter: _____ Contact Number: _____

Date of Event: _____ Time Frame for Event: _____

Dates of Long-Term / Seasonal Rentals: _____ to _____

Number of Participants Expected: _____

The Town of Shelburne makes available the following items for use with rental when availability allows. Please note that some items require a fee.

The Base fee for renting the Guild Hall for a wedding is \$400.00 (plus HST) plus a \$400.00 security deposit that will be returned upon satisfactory inspection.

Items available for the following fee:

Tents – 1 available (\$200.00/each) Measurements: 20ft x 30ft
(set up by Public Works)

Basic Sound System (\$50.00)
-1 microphone, 1 speaker
(set up by renter)

Items available to the public with rental:

POWER / WATER

100 black banquet chairs
10 round 60” tables
4 rectangular 6’ tables

Items that are not available from the Town with rental:

Linens
Decor

AGREEMENT
(To be completed and signed by Renter)

It is agreed that _____ will have the use of the Guild Hall

Building and grounds on _____ for the purpose of _____.

To this end the Manager agrees to:

- The Town of Shelburne reserves the right to refuse to rent any Town of Shelburne owned or operated facility or property for any reason.
- The Town of Shelburne is not responsible for any damages sustained by the Renters/Users as the result of cancellation.
- The Town of Shelburne is not responsible for items and/or equipment left on the premises before or after a function.
- Provide the use of the washrooms on the grounds of the Guild Hall to those attending the event.
- Provide water access to those attending the event.
- Provide the use of the chairs, tables and other items as requested available through this rental.
- Provide the use of the Guild Hall facility and green space (see attached Floor Plan).

To this end the Renter agrees to:

- Rental Time Allotments are the following: Weekdays 7 am – 11 pm, Saturdays 3 pm – 12 am, Sundays 7 am – 11 pm. Please be considerate of residents in the area and abide by the Noise By-Law for the Town of Shelburne in regards to amplified music.
- Set up for their event, including the setting up of chairs, tables, sound equipment, and decorations. Decorations must be hung using the hooks provided on the pillars of the Guild hall OR on free-standing frames. The use of screws, staples, nails, and other means of attaching decorations that will damage the venue are not permitted. Candles should be contained in glass containers/enclosures when possible and be extinguished at the end of the event to avoid potential for fire.
- Clean up after the event, including stacking and replacement of chairs, picking up of any waste generated by the event, cleaning of any food and beverage items associated with the event; leaving the Guild Hall building and grounds in the condition it was rented and on the same day of the event. Garbage should be sorted according to the Town guidelines and full bags locked in the storage area for pickup.
- Lock up after the event. Ensure that bathrooms are clean and lock the doors if after dusk. Put the bathroom key on the hook in the Guild Hall storage area. Ensure garbage is collected and stored, furniture is put away. Put Guild Hall keys on the hook in the Guild Hall storage area and

lock the deadbolt behind you. Facility and washrooms will be inspected the day after the event or on the following Monday for the return of the damage deposit.

- Obtain and comply with any required permits, licenses, insurance for their event. If the Guild Hall is booked for a Wedding reception, the proper liquor license and restrictions apply and are up to the renter to acquire. Proof of required permits/licenses/insurance must be provided to the Town at least 2 weeks prior to the event.
- It is agreed that the Renter will be responsible for the return of any keys entrusted to them for the event. The keys will be returned to the Manager the next business day after the event has taken place.
- It is agreed that the Renter is responsible for any damage to the building and grounds, furniture, and/or equipment of the Guild Hall above and beyond the damage deposit provided.
- It is agreed and acknowledged that the Renter and participants are prohibited from smoking within buildings belonging to the Town of Shelburne and must adhere to the Provincial regulations about smoking in a public place. **The Smoke-free Places Act** requires on December 1, 2006 that all indoor workplaces and public places be smoke-free. The Act requires all outdoor licensed areas and patios of all restaurants, lounges, beverage rooms and cabarets to be smoke-free.
- It is agree that this Facility Rental Agreement constitutes the entire agreement between the Town of Shelburne and the Renter/User. There is no condition, precedent or warranty of any nature, and no warranty covenant collateral to the agreement. The Agreement cannot be modified or amended except by written instrument signed by both the Town of Shelburne and the Renter/Users.

Indemnification:

All users shall by signing this “use of space agreement” hold harmless the Town of Shelburne, its officers and employees, from and against all liabilities, claims, expenses, demands, loss, costs, damages, actions, suits or other proceedings, by whomsoever made them, directly or indirectly arising out of the event attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property caused by any acts or omissions of the Renter, it’s officers, agents, customers, invitees or licenses, or occurring in or on the premises or any part thereof and, as a result of activities under this proposal.

Fees:

The Renter will provide a damage deposit of \$400.00 at the time of booking which will be returned if the premises is clean and in good order after the event. Any additional cleaning required will be deducted from the deposit.

It is agreed that a rental fee of \$400.00 (plus HST), and any additional rental costs, by the Renter for the reservation and use of the facility will be provided to the Manager, the Town of Shelburne. The total rental fee must be paid at least 2 weeks prior to the event in order to reserve your event date. After this time, any cancellations will forfeit their deposit.

Damage Deposit

Rental Deposit

Balance Paid

Renter

Date

Town of Shelburne

Date