

Space Rental Application

1. Terms and Conditions – please read carefully.

a. The completed application must be submitted to the Hall of Peace (“HOP”) at least **two weeks** prior to the date of the event with a security deposit. Only the time, date, facilities, and equipment indicated on the permit will be provided to the permit holder.

b. Booking Packages

i. **Marriage Package Gold** Starting from \$1499

Includes: booking of the Banquet hall and the Community Kitchen. Round tables with white premium cloth covers. Signing table with premium table covers. Premium red chairs. Sound system.

ii. **Marriage Package Platinum** Starting from \$1999

Includes everything in the gold package plus:

iii. **Community Package** Starting from \$499

Includes 3 hours access to the Community Hall and Kitchen, tables and chairs setup included.

iv. **Conference Package** Contact us

Includes tables, chairs, sound system, projector with screen. Catering, live translation and other services are available. Rates vary depending on the season, the duration of the conference and the number of attendees. Contact us for rates.

c. Miscellaneous Rates (in Canadian dollars):

i. Banquet Hall Starting from \$250 /hr

ii. Community Hall Starting from \$85 /hr

d. Rules pertaining to fees:

i. All services are subject to tax. 13% HST is extra.

ii. A \$500 or 25% (whichever is greater) security deposit must be paid at least two weeks before the event. It can be retrieved 2 business days after the event, given no damages to the property has occurred.

iii. Prices go higher in summer season (May 1st to Oct 31st) and weekends (Friday and Saturday; plus, Sundays of long weekends).

iv. The full amount due must be paid 5 business days before the event.

v. If the hall is left untidy, there is a Cleaning Charge that ranges from \$150 - \$500 depending on the extent of cleaning needed.

vi. If cancelled less than 2 weeks before the event, the deposit is non-refundable.

MINIMUMS

- e. There is a booking minimum of two (2) hours for the Community Hall (in the lower floor) and a three (3) hour to the Banquet Hall.
- f. Setup fee of \$100 is required for hourly bookings.

FACILITIES AND EQUIPMENT

- g. Use of any equipment is limited to the rental purpose only. All equipment must be returned to its area after use and the area must be returned to its original condition. Equipment is not to be moved between rooms or other spaces without permission. Failure to do so may incur additional custodian fees. Repeated violations may lead to banning from future use of the HOP facilities.
- h. The kitchen is for prepping only, no cooking is allowed under the current permit.
- i. Use of alcohol or recreational drugs is strictly prohibited anywhere on the property.
- j. Permit holders are required to clean up after their events. This includes sweeping floor, returning seats and tables to its original arrangement as received.
- k. All attendees, including people in charge, must park in the designated parking areas. Never park in a fire route. Inappropriately parked vehicles will be ticketed or towed at the owner's expense.
- l. All food shall be removed from the facility immediately following the event. Leaving leftovers may lead to a Cleaning Charge. Garbage bags are to be placed in the bin. If there are too many bags, place them behind the bin.
- m. Maximum personnel capacity cannot exceed 225 people as per the stipulations of the Fire Protection and Prevention Act, 1997.
- n. All exits and hallways must be kept free from obstructions at all times as per fire regulations.

CANCELLATIONS

- n. Bookings cancelled until two (2) weeks prior to the event are refundable with no cancellation fees.
- o. Bookings cancelled less than two (2) weeks prior to the event are non-refundable. Deposit will not be returned.
- p. The HOP reserves the right to refuse or cancel requests or bookings should the facilities be required for urgent purposes such as - but not limited to - maintenance.

DAMAGES

- q. The HOP will not be held responsible for personal injuries or damages or for the loss or theft of any belongings of the permit holder(s) and/or their attendees.
- r. The HOP reserves the right to take any action required if equipment and/or facilities provided are damaged or left in unsatisfactory condition. Cost for damages will be charged to the offending permit holder.
- s. The permit holder assumes full responsibility over the rental

ADDITIONAL CONDITIONS

- t. A copy of the terms and conditions is to be given to each lessee with signed indication that it has been read and understood. Once signed it becomes part of the lease agreement.

2. Contact Person:

Name:

E-mail:

Address:

Postal Code:

Phone Numbers:

Cell:

Other:

On behalf of

Group/Org

Business

Do you have charitable status?

(Please provide a copy of charitable status from revenue Canada)

3. Booking Information:

Name of the event:

Date:

Time:

Duration (in hours)

Facilities Requested (Check all that applies):

HoP Banquet Hall

HoP Community Hall

HoP Community Kitchen

4. Setup Details:

Expected # of participants:

of Chairs:

of Tables:

Pick a package and save!

(see details in page 3)

None – 0% saving

Wedding package GOLD – up to 20% savings

Wedding package PLATINUM – up to 25% savings

Community/non-profit package – up to 25% savings

Room Setup

None

Workshop (rows of rectangular tables, all chairs facing front)

Theatre style (rows of chairs only, facing front table)

Banquet style (round tables with chairs around them)

U-shaped table setup

Board meeting (centre table)

Other (Describe the needed setup below, provide sketch if needed)

5. Event details:

Is the event open to the public?

Will you be selling merchandise?

Is it free to participants?

If not, how much is the admission fee?

Will you need sound system?

Will you need a projector?

6. Optional requests:

Will you need catering?

If not, will you bring your own catering?

Will you need babysitting?

Will you need kids' activities (face painting, balloons, etc)?

Will you need a florist?

Will you need a photographer / videographer?

Specific requests:

7. Agreement:

I have read, understood and I agree with all terms and conditions. I certify that, to my knowledge, all the information provided is accurate and correct. I will ensure the event complies with the regulation specified. I intend to book facilities in the HOP, put them to good use, and assume full responsibility for my booking, including all associated fees, and liability to costs of any possible damage/misuse during booking duration.

Name of Applicant	Signature	Date

For Office Use Only		Approved?
Special Instructions:		
Approving Officer	Signature	Date