

## The Schoolhouse is wheelchair accessible and features a certified kitchen that is available to cooks, canners, and other small food businesses.

- Open hall space with capacity for 50-60 (depends on tables and seating configuration),
- There are 2- 8-foot tables, 3 -card table size tables, and 7-6 ft tables, 60 chairs,
- Dishes, cutlery, mugs, pots, tea pots, coffee urn, fridge, stove, microwave,
- 1-acre grounds, on site parking, covered picnic shelter with 2 picnic tables
- Covered shelter at the top of the ramp at the side entrance

## Rental Fees:

**WEEKDAYS:** \$130 + HST \$16.9=146.90 + \$75 \*refundable cleaning fee = **\$221.90** per day

**SATURDAY & OFFICIAL HOLIDAYS:** \$180 + HST \$23.40 = \$203.40 + \$75 \*refundable cleaning fee = **\$278.40** per day

**SUNDAY:** \$155 + \$20.15 = \$175.15 + \$75 \*refundable cleaning fee = **\$250.15** per day

\*A **refundable \$75 cleaning fee** is charged and if the Schoolhouse is left clean and all the garbage and recycling removed, it is refunded. No tape or tacks are permitted on the painted surfaces.

For rentals which will have alcohol at your event, please refer to our **Alcohol Policy** below (#18). Please initial on yellow lines.

## Terms and Conditions

1. The Renter(s) must be 18 years of age or older and must be in attendance on site for the entire time.
2. **CLEANING FEE: DEPOSIT:** At the time of application, a \$75.00 refundable Cleaning Fee is required. The Cleaning Fee will be refunded after the event after we check to see that the Schoolhouse is clean, no garbage (including washroom garbage) or recycling is left on the premises (including cigarette butts on the grounds), and that there is no damage to the building, grounds, painted surfaces, or blackboards.
3. **PAYMENT: The Rental Fee is due on booking.** Our preferred method of payment is **e transfer (Send to: ehaley1LC@gmail.com)**. We also accept cash or cheque. Make cheques payable to: Langford Conservancy. **Our Mailing address:** Langford Conservancy, 27 Ronald Rd., Brantford ON N3T 5M1
4. **CANCELLATION:** For a single date rental, the Renter may terminate the rental agreement without penalty if notice is received by Langford Conservancy one month prior to the rental date. With shorter notice we are unlikely to be able to re-book the facility.
5. The Schoolhouse is yours for the day. Options: If you would like to set up the night before and if the Schoolhouse is available, we charge \$75. If you want to clean up the day after your event, and if the Schoolhouse is available, we charge \$75.

6. **PERMITS/LICENSES:** Non-licensed gambling or gaming activities are not permitted (e.g. Raffles, 50/50 Draws, Crown and Anchor, arm's length of tickets). A license is required if you are selling raffle tickets to see if you have the lucky number/win prizes. Contact the County of Brant to obtain whatever license(s) you might require.
7. **SPECIAL APPARATUS:** The Renter shall not use any special apparatus such as – but not limited to smoke machines, bouncing castles, tents, and scissor lifts/skyjacks, etc. – without the prior approval of the Langford Conservancy. Any additional requirements for the use of such apparatus (e.g. insurance, CSA approval, building permits) must be agreed upon and obtained in advance, and followed by the Renter.
8. **SAFETY:** The Renter agrees to take all reasonable steps to ensure that the event is carried on in a safe and orderly manner to ensure the safety of all people attending or working at the event. The basement and second floor are out of bounds. [REDACTED]
9. The Renter shall comply with the facility's **FIRE SAFETY PLAN** as follows:
  - Make note of all locations of Fire Pull stations and Fire Extinguishers.
  - Make note of all fire exits.
  - **DO NOT BLOCK EXITS. All exits must be always kept clear.** Fire regulation clearance is 3'6" for all doors.
  - Candles are permitted only if they are used on a birthday cake or fully enclosed in a non-flammable container such as a hurricane glass. The Renter shall ensure that candles are not left unattended. [REDACTED]
10. **WASTE AND CLEAN-UP:** The Langford Conservancy is dedicated to reducing waste. **The Renter agrees to take all garbage/recycling/compost away after the rental, including from the washrooms** and to follow the cleaning guidelines provided prior to completion of the rental time. [REDACTED]
11. **The Langford Schoolhouse is smoke free. Please do not let your guests throw cigarette butts on the grounds. There is a metal can located just outside the front door.** To avoid losing your Cleaning Fee deposit, **please clean the metal can and pick up any cigarette butts on our grounds.** [REDACTED]
12. **DECORATIONS: No tape or tacks are permitted on the painted surfaces or the blackboard.** Please do not suspend items from the ceiling, including piñatas. [REDACTED]
13. **No rice, confetti, decorative sparkles, or glitter** is permitted in the Schoolhouse.
14. Helium balloons are **Not** permitted. The Renter may **not** use tacks, screws, or other types of tape to affix objects to walls, chalkboards, windows, floors, doors, tables, chairs, and ceilings. Please **remove all decorations** at the end of the event. [REDACTED]
15. **CLEARING THE FACILITY:** No music, whether recorded or performed is permitted after 1:00 AM. Please ensure the facility is cleared of guests by 1:30 AM. Event organizers who are permitted to remain for clean-up purposes until 2:00 AM.
16. **IMPORTANT DETAILS:** The Renter is **responsible for the cost of repairing any damage** to painted surfaces, property, buildings, furnishings, supplies, or equipment.
17. Langford Conservancy assumes no responsibility for personal injury or damage or for lost or stolen articles of the permit holder, or anyone attending the function.
18. **ALCOHOL POLICY:**

- A) **Ensure that someone with a current Smart Serve certificate (within 3 years) will be at the event for the entire time.** Visit [smartserve.ca](http://smartserve.ca) for more information about these requirements. Initial:
- B) **Ensure that your Smart Serve certified person applies for a Special Occasion Permit (SOP) for a private event.** Please note, there is a difference between an event where alcohol is being sold versus not being sold. **An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment.** Permits cost between \$25-\$75. **The designated Smart Server at your event must be listed on this permit.** Initial:
- C) Provide proof of special occasion insurance (including **\$2 million** of liability coverage). **The Langford Conservancy must be listed under "Additional Insured."** There are several companies that offer this type of insurance. PAL Insurance has several simple plans that we would recommend.
- D) **Provide both the Special Occasion Permit and Insurance card to the Langford Conservancy representative 14 days prior to the event.**

- 19. The Renter agrees to observe, comply with, and enforce all requirements of insurance, permit(s) and related documents, and all Rules, Regulations and Bylaws of the Langford Conservancy, as well as Provincial or Federal regulations, including, but not limited to matters affecting sanitation, health, fire prevention, safety, noise, and crowd control.
- 20. Failure to comply with the Rental Agreement may result in the event being shut down and loss of future rental privileges.
- 21. There **will not** be any alcohol at our event:
- 22. There **will** be alcohol at our event, and we will follow the alcohol policy.

The undersigned acknowledges they have read, agree to, and will ensure compliance with the Terms and Conditions, and agrees to rent the Langford Schoolhouse on the date and for the intended purpose as indicated below, and pay the required fees.

NAME (please print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ # OF PEOPLE (approx): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US: \_\_\_\_\_