

Langford Schoolhouse Rental Policy

1694 Colborne St. E., Brantford, ON

Send the completed form & payment to ehaley1LC@gmail.com

The Schoolhouse Features:

- Wheelchair accessible
- Certified kitchen
- Open hall space with 50-60 capacity
- Hall is 27 x 38 feet approx. 1026 sqft
- Dishes, cutlery, mugs, pots, tea pots, coffee urn, fridge, stove, microwave
- Two 8-foot tables, three card table size tables, and seven 6 ft tables, and 60 chairs
- 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:

Each fee includes a \$75 refundable cleaning fee

Days	Cost	HST	Cleaning Fee	Total
Weekdays	\$140	\$18.20	\$75	\$233.20
Saturday	\$190	\$24.70	\$75	\$289.70
Sundays	\$165	\$21.45	\$75	\$261.45
Official Holidays	\$190	\$24.70	\$75	\$289.70

Terms and Conditions

INSTRUCTIONS: please initial on the lines.

1. The Renter(s) must be 18 years of age or older and must be in attendance on site for the entire time _____

2. PAYMENT

• Payment is due upon booking

• **Preferred** payment method is **e-transfer (send to: ehaley1LC@gmail.com)**

• **Cash or cheque also accepted.** Make cheques payable to: Langford Conservancy.

• **Mailing address:** Langford Conservancy, 27 Ronald Rd., Brantford ON N3T 5M1 _____

3. CANCELLATION POLICY

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. _____

4. 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. _____

a. Out of Bounds areas: the basement and second floor are out of bounds _____

b. FIRE SAFETY PLAN

• 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. _____

5. CLEANING

The venue must be cleaned, garbage and recycling removed. Please ensure that there is no damage to the building, grounds, painted surfaces, or blackboards upon the completion of the rental time.

a. 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.

b. WASTE AND CLEAN-UP

The Langford Conservancy is dedicated to reducing waste. The Renter agrees to take all garbage/recycling/compost away (including the washroom) and to follow the cleaning guidelines provided upon completion of rental.

c. CLEARING THE FACILITY

- 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 rental is available, we charge \$75.
- 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.

6. SPECIAL APPARATUS

Renters shall not use the following such as, but not limited to:

- Smoke machines, bouncing castles, scissor lifts/skyjacks, water toys (pools, slip and slides), etc.

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.

7. DECORATIONS

The following activities are **prohibited**, such as, but not limited to:

- The use of tacks, screws, or other types of tape to affix objects to walls, chalkboards, windows, floors, doors, tables, chairs, and ceilings
- Suspending items from the ceiling
- Throwing rice, confetti, decorative sparkles, or glitter
- Helium balloons
- 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

Please **remove all decorations** at the end of the event

8. LIABILITY

- The Renter is **responsible for the cost of repairing any damage** to painted surfaces, property, buildings, furnishings, supplies, or equipment.
- 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.

9. 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.

10. ALCOHOL POLICY

Will there be alcohol at the event: **Yes** **No**

If YES, go to 11

If NO, go to 12

11. ALCOHOL RULES. Initial beside all rules.

a. Ensure that someone with a current Smart Serve certificate (within 3 years) will be at the event for the entire time (preferably the renter will hold this certificate). Visit smartserve.ca for more information about these requirements.

b. Ensure that your Smart Serve certified person applies for a Special Occasion Permit (SOP) for a private event. Please note, there is no difference between an event where alcohol is being sold versus not being sold. A 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.

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 proof of Insurance to the Langford Conservancy representative 14 days prior to the event.

12. SMOKING POLICY

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.

13. PET POLICY

Pets are not permitted on the property, unless it is a Service Dog.

14. 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.

15. Failure to comply with the Rental Agreement may result in the event being shut down and loss of future rental privileges.

All potential renters must also view the Schoolhouse prior to securing the rental to ensure that the Schoolhouse meets their needs, and to review the rules and cleaning procedures with the Langford Conservancy.

Langford Conservancy Rental Form
Send the Complete form to ehaley1LC@gmail.com

The undersigned acknowledges they have read, agreed 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 (print): _____ SIGNATURE: _____

PHONE: _____ EMAIL: _____

DATE SIGNED _____ EVENT DATE: _____ # OF PEOPLE _____

DESCRIPTION: _____

HOW DID YOU HEAR ABOUT US: _____

Please send the completed form and payment to ehaley1LC@gmail.com