



790 Southdale Rd East London, ON N6E 1A8  
 (519) 681-2370 [www.wofgpa.org](http://www.wofgpa.org)

**APPENDIX B – AGREEMENT FOR USE AND RENTAL OF PREMISES**

**Effective September 1, 2011**

**PLEASE PRINT YOUR EMAIL ADDRESS IF YOU WOULD LIKE AN ELECTRONIC COPY OF THIS CONTRACT** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

1. All local and provincial laws and regulations will be strictly adhered to with regard to the sale of liquor, beer and wine on premises.
2. The "Special Occasion Permit" pertaining to the sale or dispensing of liquor must be obtained by the individual or association who is sponsoring the event.
3. The person whose name appears on the rental contract must be present for the duration of the function.
4. The person obtaining the Liquor Licence must present it to the hall rental agent prior to set-up of the hall.
5. All damages incurred will be the direct responsibility of the person or person requesting the use of the property, and the damages will be paid in full by the said person (s) requesting such use, their signatures appearing herein.
6. It is the understanding of the undersigned that they, and all other persons attending said function, do hereby waive any and all future claims which may result from any accident or harm, however caused, and the undersigned do further agree to be fully responsible for securing such waiver from all persons who are in attendance at any time during said function.
7. All music must stop by 1:00 A.M. and the hall must be cleared by 2:00 am.
8. No confetti or rice is allowed in the hall. No tape or tacks are to be used on the walls.
9. The person or persons requesting the use of the property, by their signature(s), agree to be held directly responsible for the actions and conduct of all persons in attendance at said function.
10. At no time throughout the duration of this agreement will any person(s) be allowed outside of the main hall of the building with any alcoholic beverage; this includes the front step area, the grounds, the docks or the edge of the pond. If this should occur and after one warning, WOFGPA security personnel may, at their discretion, stop the bar portion of the function.
11. At no time will the function be moved outside due to nice weather. Function rental will include use of the building, the parking lot, and use of the patio area for smoking. At no time will guests be permitted on the grounds, docks or pond edge.
12. Smoking is permitted on the patio area only and containers are provided for cigarette butts.
13. At any time during the function security maintenance personnel may enter the hall.



790 Southdale Rd East London, ON N6E 1A8  
 (519) 681-2370 [www.wofgpa.org](http://www.wofgpa.org)

**APPENDIX B – AGREEMENT FOR USE AND RENTAL OF PREMISES (Page 2)**

14. The Security deposit will be returned within a 30 day period after the function has taken place. The security deposit will not be deducted from total hall rental bill.
15. The Security deposit will **NOT** be returned if:
  - a. any damages occur to the building, contents or grounds.
  - b. any extra clean-up requirements are required to the hall, bathrooms or kitchen and bar areas
16. Violation of any of the above by the undersigned person or guests will void this agreement and they will be asked to leave the premises with no refund or deposit returned.

**Signature(s) of renter(s) requesting use of Western Ontario Fish & Game Protective Association facilities:**

**“Renter” defined as – “one who leases the use of the property by paying a rental fee”.**

**\*\*\*\* Fees Payable; See Page 5\*\*\*\***

**Renter:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Renter:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Rental Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Special Rates including long term contracts, etc. are available.  
 WOFGPA Executive Board approval required upon receipt of detailed function information.**



790 Southdale Rd East London, ON N6E 1A8  
 (519) 681-2370 [www.wofgpa.org](http://www.wofgpa.org)

**APPENDIX B - AGREEMENT FOR USE AND RENTAL OF PREMISES (Page 3)**  
**Rental Receipt (Non-Member)**

**DAILY RATE**

- ( ) **\$ 350.00** Rental only – Renter may decorate but agrees to leave the club in the condition in which it was rented
- ( ) **\$ 50.00** Use of kitchen facilities including fridge, stove, coffee maker and urn, coffee filters, garbage bags and chafing dishes with canned heat
- ( ) **\$100.00** Security deposit per day per rental and refundable within 30 days of function

**HOURLY RATE**

- ( ) **\$ 100.00** for the first 3 hours
- ( ) **\$ 35.00 per hour** for each additional hour \_\_\_\_\_ hours
- ( ) **\$ 50.00** Use of kitchen facilities including fridge, stove, coffee maker and urn, coffee filters, garbage bags and chafing dishes with canned heat
- ( ) **\$100.00** Security deposit per rental and refundable within 30 days of function

**ADDITIONAL SERVICES**

- ( ) **\$ 10.00** Internet access – per function (if available)
- ( ) **\$ 50.00** Use of bar facilities
- ( ) **Professional bar service at \$ 15.00 per hour** and payable in cash to the bartender at the start of the function.  
**Please note that the bartender must have Smart Serve certification.**

**Liquor Licence #** \_\_\_\_\_

This Special Occasion permit must be posted on the bar wall as long as alcoholic beverages associated with the function are on WOFGPA premises.

**Bartender's name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Smart Serve #** \_\_\_\_\_

**NOTES / COMMENTS**

**Approximate size of function:** \_\_\_\_\_ **people**      **Type of Function** \_\_\_\_\_

---



---



---



---



---

**REQUESTED OPENING TIME:** \_\_\_\_\_ **SET UP TIME** \_\_\_\_\_ **DATE** \_\_\_\_\_



790 Southdale Rd East London, ON N6E 1A8  
 (519) 681-2370 [www.wofgpa.org](http://www.wofgpa.org)

**APPENDIX B - AGREEMENT FOR USE AND RENTAL OF PREMISES (Page 5)**

**Terms:**

- This contract is null and void if security deposit is not obtained prior to the scheduled function date.
- Any balance owing must be paid in full 14 days prior to the function.
- Cancellation of the event must be done 30 days prior to the scheduled function date or the deposit is not refundable.

**Total charges** \_\_\_\_\_

**Deposit received** \_\_\_\_\_ **cash** \_\_\_\_\_ **cheque** \_\_\_\_\_

**Balance owing** \_\_\_\_\_

**Balance paid in full** \_\_\_\_\_ **cash** \_\_\_\_\_ **cheque** \_\_\_\_\_

Received From: \_\_\_\_\_ (Rental payment)

Received From: \_\_\_\_\_ (Security deposit)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Rental Committee: \_\_\_\_\_

By their signature, Renter(s) agree that they have received a copy of "Agreement for Use and Rental of Premises", and will abide by the rules set forth therein.

Renter's signature \_\_\_\_\_

Renter's signature \_\_\_\_\_