

ST JACOBS LIONS HALL

Formerly the Woolwich/St Jacobs Community Centre

KW RECORD 2012 READERS SELECT GOLD WINNER FOR BEST STAG & DOE LOCATION



Owned by the Township of Woolwich but maintained and operated by the St Jacobs Lions Club, the St Jacobs Lions Hall is available for rental by both individuals and organizations. The St Jacobs Lions Club uses revenues for its Community Service Projects. The facility is suitable for a wide variety of events including; Wedding and Anniversary Celebrations, Stag & Does, Family Reunions, Birthday Celebrations, Community Group Presentations and Meetings or Auction Sales.

The main hall consists of a combined banquet room, dance floor and stage with a capacity of up to 300 depending upon the nature of your event.



The kitchen area contains generous food preparation and storage facilities along with a commercial dishwasher.



Place settings for 200 are available for rental as well.



The separate bar area is equipped with a wine and beverage cooler.



The entrance and main floor are wheel chair accessible and elevator equipped.



HALL RENTAL RATES (for new contracts effective September 1, 2015):


	Monday - Thursday	Sunday - Thursday	Friday - Saturday	Friday - Sunday
4 – 6 hr Event Upper Hall with Kitchen and Bar No Dishes or Dishwasher	-----	425	500	-----
6 - 8 hr Event Upper Hall with Kitchen and Bar No Dishes or Dishwasher	425	-----	-----	575
Auction Upper Hall with Kitchen and Bar No Dishes or Dishwasher	-----	450	500	-----
Auction Previous Day Setup (Only if Hall not booked 48 hrs previously)	-----	125	125	-----
Less than 3 hr Event Upper Hall with Kitchen and Bar No Dishes or Dishwasher	-----	225	-----	-----
Dishes & Dishwasher	-----	150	150	-----
Basement Hall ½ Day (Less than 4 hrs)	-----	75	75	-----
Full Day (More than 4 hrs)	-----	150	150	-----
Special Events More Than 8 hrs and/or Multiple Meals and/or Large Numbers and/or successive days	Special arrangements may be possible upon receipt of a written request.			

All booking must be accompanied by a:

- \$100 non-refundable booking deposit
- \$300 Damage/Loss of Property Deposit which will be returned after the event provided there is no damage, loss of property or excessive clean up

DETERMINING AVAILABILITY:



Selecting  will reveal a calendar that you may use to determine Hall availability. To protect the privacy of our patrons the calendar indicates only that the hall is busy on that date.

BOOKINGS & ENQUIRIES:

Mike Leacy at 519-588-5884

Email: hallagent@stjacobsions.org

St. Jacobs Lions Club



Hall Rental Agreement – Specific Conditions

I, hereinafter called the Applicant, _____

for (Group) _____

resident at (Mailing Address) _____

(City) _____ (Postal Code) _____

(Home Phone) _____ (Business Phone) _____

(EMail) _____

hereby apply to rent the St Jacobs Lions Hall, hereinafter called the Hall, from the St. Jacobs Lions Club for the purpose of:

on (Date) _____ from (Time) _____ AM/PM to _____

I agree to pay the Booking Deposit and the Damage/Loss of Property Deposit as specified below at the time of contract signing. If all conditions are met, the Damage/Loss of Property Deposit will be refunded within one week of the function. I also agree to pay the balance of the Rental Charge as specified below prior to being given access to the Hall.

I have read this Agreement and acknowledge and warrant that I, the Applicant, have the authority to sign for and bind the group or organization named in this Agreement. Also, I hereby covenant and agree to all of the general and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the St. Jacobs Lions Club in accordance with the said conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the sole discretion of the St. Jacobs Lions Club.

Applicant : _____ Date: _____

In consideration of the covenants and agreements made by the applicant, I hereby accept this Application on behalf of the St. Jacobs Lions Club so as to permit the Applicant the right to use the St Jacobs Lions Hall at the time or times specified above.

St. Jacob Lions Club's Bookings Agent: _____

Date: _____

Refer to Current Hall Rental Rates & Descriptions

Damage/Loss of Property Deposit	_____	Date Paid	_____
- Damage Charges (see below)	_____		
= Damage/Loss of Property Deposit Balance	_____	Date Returned	_____

Rental Description	_____	Charge	_____
+ Rental Description	_____	Charge	_____
+ Rental Description	_____	Charge	_____
- Booking Deposit		Date Paid	_____
= Rental Charge Balance Owing on Event Date	_____	Date Paid	_____

Date Key Picked Up _____ Date Key Returned _____

Damages or Losses Reported _____

St. Jacobs Lions Club

Hall Rental Agreement – General Conditions



Bookings and Payment

- Rental contracts are not confirmed unless
 - signed within ONE WEEK of booking the date with the St. Jacob Lions Club's Bookings Agent.
 - accompanied by the non-refundable Booking Deposit paid by cash, money order or cheque.
 - accompanied by the Damage/Loss of Property Deposit, which, at the sole discretion of the St. Jacobs Lions Club Executive may be returned in full or in part depending on the conditions at the end of the event and the return of the Hall key. Payment by cheque postdated to the event date accepted.
- Access to the Hall will not be granted on the day of the event unless full payment of the Rental Charge has been made.

Cancellation

- The Booking Deposit is non-refundable.
- Unless the St. Jacob Lions Club's Bookings Agent receives notification of cancellation in writing at least ONE month prior to the date of the function, the full balance of the Rental Charge is due and payable to the St. Jacobs Lions Club. The Damage/Loss of Property Deposit will be refunded upon payment of the Rental Charge balance.
- If due to an act of God, such as fire, storms, etc. the Hall cannot be used for an event, the St. Jacobs Lions Club cannot be held responsible, all deposits shall be returned and no balance will be owing.

Hall Use Guidelines

- Hall access is restricted to the day of your event.
- Storage of any kind before or after an event is not permitted.
- The seating capacity of the St Jacobs Lions Hall is 278. The Renter will be responsible for any fines incurred should an official inspection take place during the event.
- There is no smoking in the hall.
- It is the Renter's responsibility to point out any damage before their event, or the Renter may be held accountable for all charges associated with repair.
- Representatives of the St Jacobs Lions Club shall have the right to enter the hall and all parts thereof at any and all times during a scheduled event.
- Immediately after the event, the Hall must be returned to the general conditions of cleanliness and repair in which it was found. Failure to do so may result in charges against the damage deposit. Specifically, it is expected that;
 - all refuse will be placed in garbage bags and placed in the dumpster outside;
 - all tables, kitchen and bathroom counter tops and sinks will be left clean;
 - all dishes, utensils, pots and pans will be washed and stored;
 - tables and chairs will be repositioned as found or as otherwise directed by the St. Jacobs Lions Club;
 - all appliances must be clean;
 - all floors must be dry mopped and wet mopped (using plain water only) where necessary;
 - all food and drink items must be removed from the kitchen and hall area at the end of the event;
 - all windows and doors are locked, all lights turned off and the exterior of the building free of debris.
- Fasteners for decorating are limited to painter's tape and must be completely removed from all surfaces.
- Absolutely no confetti or similar decorative and celebratory materials are permitted
- The use of candles, oil lamps or any other open flame lighting device is forbidden.
- The wearing of roller blades, heeies or any other inline rolling footwear inside the premises is forbidden.
- The Hall must be vacated within ½ hour of the event being over.

Damage

The Renter is responsible for the costs of any losses or damage to the Premises by helpers, hired staff, other service providers and guests beyond the Damage/Loss of Property Deposit.

Liquor

- If liquor is to be served, the Renter;
 - shall obtain a Liquor Permit which must be visible where liquor is being served;
 - shall provide and deliver all liquor and equipment necessary for the sale and consumption thereof;
 - shall supervise the sale and consumption of liquor and abide by all regulations governing its sale and consumption, adhering to the "Serving It Right" conditions of Special Occasion Licenses;
 - shall remove all remaining liquor and equipment provided immediately following the function, and shall bear all costs related to the above;
 - must ensure that they have Party Alcohol Liability Insurance coverage and further that the St. Jacobs Lions Club, its Directors or employees will not be held liable for any injuries, including claims that could occur due to liquor consumption. Renters offering liquor free of charge (at family functions such as weddings, etc.) are still advised to purchase Party Alcohol Liability Insurance coverage;
 - must be the holder of the Liquor License.
- "Jello Shooters" and similar "beverages" are not permitted.
- No liquor is to be permitted beyond the main dance floor area.

Waiver and Indemnity

- The Renter shall be responsible for any damage incurred to the Premises or Hall property as a result of any act or omission of the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function and, in the event of such damage, to pay the St. Jacobs Lions Club a Damage Charge in such amount as is determined by the St. Jacobs Lions Club.
- The Renter shall indemnify and save harmless the St. Jacobs Lions Club, its officers and members from all claims, demands, actions or suits and proceedings including any costs and expenses incurred by the St Jacobs Lions Club thereby, for loss, damage or injury including death, to any person or persons and to any property arising in connection with the function as a result of any act or omission of the Applicant or Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function.

HALL RENTAL DEPARTURE CHECKLIST

Immediately after the event, the Hall must be returned to the general conditions of cleanliness and repair in which it was found. Failure to do so may result in charges against the damage deposit. Use the following checklist to ensure that you have done all that is expected.

- tables, kitchen, bar and washroom counter tops wiped down
- kitchen, bar and washroom sinks free of debris
- fridges, freezer, stove tops are clean
- bar fridge unplugged and door propped open
- tables and chairs repositioned as found or as otherwise directed by the St. Jacobs Lions Club. *See diagram on reverse.*
- refuse placed in garbage bags and placed in the dumpster and appropriate outside recycle bins
- garbage containers empty and lined with a new bag
- dishes, utensils, pots and pans, trays etc washed and stored
- If used, dish washer powered off and waste screen cleaned
- floors swept and/or dry mopped
- spills cleaned up using plain water only
- food and beverage items removed from the kitchen and bar area
- main hall and kitchen windows closed and locked
- exterior of the building free of debris
- stage double entrance door top and bottom bolts latched and door securely closed
- main entrance double door top and bottom bolts latched, doors securely closed and locked
- lights except the inside front foyer light turned off
- back/side door closed and locked

