



SHREWSBURY AND RAGLAN ASSEMBLY

RENTAL APPLICATION

**Contact:** Debra Klippenstein

**Call:** 519 351 8534

**Email:** debra\_lynn\_k@hotmail.com

**Applicant's Information**

<b>First Name:</b>		
<b>Last Name:</b>		
<b>Address:</b>		
<b>Contact Number:</b>		
<b>Have you rented hall previously? Yes or No</b>		
<b>Are you currently an SRA paid Member? Yes or No</b>	<b>Membership #</b>	

**Rental Details**

<b>Date for Rental Request:</b>
<b>Start Time:</b>
<b>End Time:</b>
<b>*Is this a free public event (Anybody can attend at no charge &amp; no fundraising) Yes or No</b>
<b>*Is this an SRA fundraiser? Yes or No If yes what is the purpose of the fundraiser?</b>

**Rental Fees**

- Hall \$100.00 per day
- Kitchen \$ 25.00 per day (stove & steam table)
- Grounds To be determined, written request to SRA Director for Board approval
- Security Deposit \$100.00

**Rental Facilities Requested**

<b>Hall:</b>	<b>Fee \$</b>
<b>Kitchen:</b>	<b>Fee \$</b>
<b>Grounds:</b>	<b>Fee \$</b>
<b>Security Deposit:</b>	<b>Fee \$ 100.00</b>
<b>Total Fees</b> <b><u>FULL PAYMENT</u> required Upon signing Contract</b>	<b>\$</b>

**Hall Usage and Rental Rules**

- 1.) No smoking is permitted in the hall or Pole Barn
- 2.) Person(s) renting the facilities will be charged costs for any damages or cleaning if it is deemed that the facility(grounds) were damaged or left unclean at the end of the rental period
- 3.) Security Deposit will be returned upon final inspection of the facilities. Any damages over and above the \$100.00 will be charged to the applicant.
- 4.) SRA members are entitled to a 20% discount on their rental fee.
- 5.) Children must be supervised at all times.
- 6.) Animals are not permitted unless they are Service Animals.

**Fundraising Policy and Procedures**

**If the rental is for SRA fundraising purposes guidelines must be adhered to.**

- 1.) Event Coordinator must present their idea at an SRA meeting.
- 2.) There will be no rental fee required, but security deposit still required.
- 3.) The Event Coordinator will keep records and receipts of all outgoing and incoming monies
- 4.) At the end of the event the Coordinator and SRA treasurer will review and document event
- 5.) The funds must be deposited to SRA account, but then a cheque may be issued if the funds were targeted for something specific within the mandate of the event.  
This is purely for CRA regulations, to reflect appropriate accounting.

**Liability Statement**

By signing this rental application and agreement, the lessee agrees to assume the responsibility and legal liability for the above described event, and to abide by all the conditions, rules and regulations that are within this document. Additionally, the lessee agrees to indemnify, defend and hold harmless the Shrewsbury Raglan Assembly (SRA) and its members from any and all claims for bodily injury or attendee's personal property damages that may arise out of or connection with this agreement and use of the premises. The lessee has also reviewed and has agreed to the Rules and Conditions within this agreement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SRA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

***Cheques are payable to: Shrewsbury Raglan Assembly***