

The Corporation of the Township of Tyendinaga Recreation Hall Rental Application & Permit



1. **Rental Date Requested** _____
2. Applicant Name : _____
(& Person in charge of event)
3. Applicant Address: _____
_____ Phone # _____
4. Purpose of Rental: _____
(be specific)

5. # of Individuals Attending Function: _____ (Note: maximum capacity is 200)
6. Will Minors (under the age of majority) be in attendance?: _____
7. Start Time : _____ Completion time: _____
(No later than 1:45 am)

9. Please Indicate the Specific Facilities Required for your Function:

Main Hall _____	PA System _____
Kitchen _____	Bar Facilities _____
Stove _____	Coolers _____
Dishes _____	Coffee Urns _____
Head Table No. Persons _____	Dinner (Buffet or Sit down) _____

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10. Music:
Name & Phone # _____
 11. Caterers:
Name & Phone # _____
 12. Do you wish to put up decorations in hall? _____. If yes please provide full details of proposed decorating on a separate sheet. (*NOTE* 3 hours are allowed for set-up. \$15.00 per hour after 3 hours.) Please indicate the time you will be setting up: _____

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13. Will you be bringing in any equipment, furnishings etc for your event? _____
If yes, please provide full details on a separate sheet.

I _____ the undersigned have read and agree to be bound by this permit and the terms and conditions for the rental of the Township of Tyendinaga Recreation/Community Hall as attached hereto. If the applicant is acting on behalf of a group or organization, the undersigned applicant hereby warrants and represents that he/she executes this permit on behalf of the group or organization and has sufficient power, authority and capacity to bind the group or organization with his/her signature.

Signature of Applicant _____

Witness to Signature of Applicant _____

Date of Application: _____

The following portion of this rental application/permit to be completed by Township Recreation Coordinator.

1. Rental Fee Shall be _____ Plus 13% HST. _____ Total = _____
(Payable one month prior to the event)

2. Security/damage & key deposit = \$200.00 _____
(Payable with rental fee)

3. Date rental fee (and security/damage deposit) paid _____
(Method of payment) Cheque _____; Cash _____

4. The Township of Tyendinaga hereby grants _____ represented by _____ permission to use the Township Recreation/Community Hall subject to the terms and conditions set out in the application herewith and also subject to the terms and conditions for the rental of said hall as attached hereto.

Permit Approval Date: _____

Approved by: Mandi Buma
 Recreation Coordinator
 Township of Tyendinaga
 859 Melrose Road, R.R. # 1
 Shannonville, Ontario
 K0K 3A0