

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



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

6. # of Individuals Attending Function: _____ (Note: maximum capacity is 200)
7. Will Minors (under the age of majority) be in attendance?: _____
8. 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) _____ |

-
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: _____

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

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 _____

The following portion of this rental application/permit to be completed by the Township of Tyendinaga.

1. Rental Fee Shall be _____ Plus 5 % GST. _____ Total = _____
(Payable one month prior to the event)
2. Security/damage 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: Yvonne Murphy/Donna Ward
Township of Tyendinaga
859 Melrose Road, R.R. # 1
Shannonville, Ontario
K0K 3A0