



Vankleek Hill Curling Club
 136 Bond Street, PO Box 287 Vankleek Hill ON K0B 1R0
 613 678-2009 www.vankleekhillcurling.ca



Special Events Contract for members

Renter's Name : _____

Event: _____

Date & Time Period of event: _____

Number of guests: _____ Name of Caterer: _____

Use of Bar: No Yes Use of Ice: No Yes
 (state time) from _____ to _____

Head Table Yes No Entertainment Area Yes No

Number of tables: Round _____ Rectangular _____

Tablecloths: Y (Color) _____
 N

Layout Sketch

Lounge Rental fee	\$	_____
Tablecloths fee	\$	_____
Utensils fee	\$	_____
Ice Rental Fee	\$	no charge
Total Rental Cost	\$	_____

Renter will be given access to the club prior to the event as of
 Time _____ Date _____

Signatures

VKHCC Coordinator _____	Date _____
Renter _____	Date _____

Special Events Contract - Members

The following points must be adhered to when using the Vankleek Hill Curling Club facilities:

1. If music is desired, it is the responsibility of the user; in cases where music is arranged, it must not continue past 1:00 a.m.
2. In accordance with LLBO, only liquor, wine or beer purchased from the Vankleek Hill Curling Club bar may be served on the premises.
3. The consumption of spirits is permitted ONLY in the club lounge.
4. The bar operates under the LLBO and in conjunction with Club rules and regulations; as a result, the bar must close at 1:00 a.m.
5. The bartender on duty and/or the bar co-coordinator has the discretion to close the bar if all LLBO rules are not complied with.
6. All persons must be out of the building by 2:00 a.m.
7. If a catered meal is required, the Club reserves the right of first opportunity to cater the event. Should the Club decline to provide this service, the selected caterer must be approved by the Special Events Co-Coordinator.
8. In the event an outside caterer is approved, they may have the use of the coffee percolators, stoves and refrigerators only. All other utensils and equipment must be supplied by the caterer. If person renting wishes to use the **club's utensils, dishes and equipment, a \$50.00 charge, taxes included** is applied.
9. If the user wishes to decorate the club for their event, they may not apply tacks, staples or tape on any wall surface; the Special Events Co-coordinator can provide further details on allowable decorating.
10. The person renting the facility is responsible for the payment of the rental fee and must hold responsibility for all damages or costs incurred as a result of their rental.
11. **The rental fee is \$80.00 plus \$10.40 HST = \$90.40**
12. The user is responsible for the removal of all decorations and general cleanup of the facility at the conclusion of their event; details as to timing can be arranged with the special events co-coordinator.
13. The signed contract must be returned with the rental fee prior to the date of the event.
14. Use of **tablecloths is an additional \$25.00, taxes included.**
15. A member may have the use of the **ice surface** with the understanding that the member is present when it is being used. There is **no charge.**