



Stirling and District Lions Club

435 West Front St. PO Box 56

Stirling, Ontario K0K 3E0

613-395-3119

Rules and Regulations for Hall Use

1. The Hall shall be rented to Adult persons being 19 years of age or older only. The signee(s) / contact person(s) shall be in attendance for the duration of the function. In the event of an emergency, the renter can substitute another person of 19 years of age or older.
2. A rental deposit of 50% must be made at the time of the booking. The balance of the rental fee must be received no later than 15 days prior to the event. Should the event be cancelled, 2 weeks notice must be given. The deposit will not be returned. Contract applications are not transferable without the written consent of the Stirling and District Lions. If paying by cheque, a fee of \$\$\$\$ will be applied for any NSF charges.
3. A Security Deposit of \$100, or at the discretion of the Hall Manager, is required for all functions, including functions that do not require a Lions member to be present. Should damages occur, the estimated cost will be deducted from the security deposit first. Should no damage / extra costs occur, the security deposit will be returned by the means of how the deposit was paid.
4. Any individual or representative of an organization signing the rental contract will be fully responsible to the Lions Club for all and any damages to the building or equipment and shall indemnify and save harmless the Lions Club from any claim whatsoever resulting from, or arising out of use, of the building or equipment during the date reserved.
5. No persons or parties will be allowed use of the Lions Hall without a signed agreement.
6. All activities must be under appropriate adult supervision and the user of the Lions Hall is responsible to provide such proper supervision.
7. The Stirling and District Lions Club will not be responsible for any personal injuries or for any loss or theft of any articles of clothing or equipment during the date reserved.
8. Contract Holders are not permitted the use of any equipment unless authorized on the contract.
9. Exit doors must be unblocked at all times.



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Rules and Regulations for Hall Use (cont'd)

10. The Hall, Kitchen, Washrooms, Tables and Chairs **MUST** be left in clean condition. Prior to leaving at the end of the function, the signee/contact person must consult with a designated Stirling District Lions Club representative for a review of the hall.
11. If the Kitchen is used by the contract holders or caterers, the Refrigerator, Oven, Stove, Sinks, Dishwasher and Countertops must be left clean. No food whatsoever is to be left behind.
12. The use of Nails, Staples or Thumbtacks (or any other device which will leave a small hole in the walls or ceiling) are not permitted for any use including decorations.
13. All Decorations, Tape and Table coverings must be removed and properly discarded.
14. The Renters, Groups or Organizations who rent the Lions Hall are responsible for removing all trash which must be placed in **CLEAR GARBAGE BAGS** and placed in the trash dumpster provided outside at the side entrance. (The dumpster may be locked. The key location will be provided) The dumpster **MUST** be locked when you leave.
15. Recycling Bins for aluminum, glass, plastic and paper are available in the Lions Hall. Lions encourage recycling.
16. Music must cease at the expiry time of the contract and the building must be vacated within 60 minutes of the time on the contract.
17. Users of the Lions Hall are required to ensure the lights are turned off and the windows and doors are secure upon departure.
18. If there are any contraventions to the above agreement, this contract becomes null and void immediately.
19. The contract holder or representatives are responsible for the compliance and safety of their guests.

www.stirlinganddistrictlions.com
info@stirlinganddistrictlions.com



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Rental Contract

Name of Organization or Party _____

Address _____

Telephone _____ Alternate Telephone _____

Date Required - Time From _____ to _____

Type of Function _____

Number of Attendees _____

Set up Time Required _____

Caterer _____

DJ / Band _____

Applicant (print name) _____

Applicant (signature) _____

Manager _____

Requirements & Costs

Hall Rental _____ Cost _____

Kitchen Permit _____ Cost _____

Total Cost _____

Minus Rental Deposit _____

Balance Owing by _____ Amount _____

Bar _____ Number of People _____

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Cost for Hall Rental

Hall (no bar) 3 hours or less	\$75
Hall (no bar) more than 3 hours	\$125
Kitchen (no dishes)	\$75
Kitchen and dishes	\$150
Hall with Bar	\$250
Cleaning Fee	\$25

Note – Wherever it is stated “no bar”, this also means

“No Alcoholic Beverages” in the Hall.

Contact

Tina Devries

613-403-0266

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