

HALL RENTAL INFORMATION SHEET

FEES: A \$100.00 (or \$200.00 for weddings) deposit is required to hold the hall for an event.

HALL SIZES/CAPACITY:

Main hall	60 x 30	Capacity	120
Small room	17 x 40	Capacity	60
Gym	40 x 55	Capacity	140

RENTAL TIMES: Rentals are for **one-day only**. Time of access to the premises should be arranged by calling the club at 464-1694 one week prior to your event. All equipment and decorations are to be removed the night of the event unless otherwise arranged. Bar will close at 12:30am and hall at 1:00am.

CATERING: If you wish to use the kitchen at Banook, a kitchen rental charge is applicable. Caterers/renters are responsible for food preparation, service and **clean-up**. Any missing kitchen inventory will be charged to the signer of the contract.

MUSIC: DJ's or bands must make their own arrangements with the club at 464-1694 for access to set-up equipment and must provide their own equipment. Removal of all equipment must be done the night of the event.

BAR: Drinks are \$3.75/\$4.75 and soft drinks are \$1.50. Our staff has the right to ask for provincial identification and have the right to refuse service to intoxicated patrons. Bar tickets or an open bar can be arranged. A 15% gratuity charge is added to the bar invoice. **It is prohibited to bring personal or homemade liquor and soft drinks/bottled water onto our premises and if any is found it will be taken and you will be charged on a per drink basis.** Persons under 19 can only remain on the premises until 10:00pm.

TABLE WINE: Renters are allowed to purchase wine for a **toast only**. It must be purchased through our liquor license. **There is a maximum of one 750ml bottle per 5 guests.** Arrangements for purchase of wine can be made through our club and you will be invoiced for the purchase and **charged a corking fee of \$3.00 per bottle.**

DAMAGES: Any damage to Banook Canoe Club as a result of your rental is your financial responsibility and will be charged to the signer of the contract. Banook Canoe Club is not responsible for any items lost, stolen or damaged on our premises during the hours of your rental. **A credit card imprint is required when booking the hall.**