



1. Rental Agreement

- a. Martello Unit 377 Member: Unit members wishing to book the hall for a private function such as Wedding, Dances, etc will be charged a non-refundable Hall rental fee of \$85.00 dollars (HST\_Included).
- b. Non member of Martello Unit 377: A non-refundable Hall rental fee of \$250.00 (HST Included) will be charged. Only a cheque (not Post-dated) or cash will be accepted.
- c. Veterans and Military organizations: If the function is a reunion, meeting, unit party etc the Hall rental fee may be waved at the discretion of the President or 2<sup>nd</sup> Vice.

2. Catering

- a. All catering services will be coordinated between the organizers and the 2<sup>nd</sup> Vice-President. The unit has a complete Kitchen and cooks available upon request.
- b. If the Organizers bring in their own food and dishes, they must clean up immediately after the meal is over.
- c. If the Organizers bring in their own food the club kitchen facilities and cooking equipment including dishes, utensils, etc. will not be available.
- d. During the summer months small (Household Type) BBQs are available for use at a fee of \$10.00 per BBQ.
- e. We also have a large commercial BBQ available for rent at a fee of \$65.00.
- f. All BBQs must be properly cleaned immediately following use.
- g. A projection screen is available for use with slide shows, movies, etc. for a rental fee of \$5.00 per hour.

### 3. General House Rules

- a. It is the responsibility of the Organizer and/or Sponsor to remain present until all their guests have departed from the unit. Organizers and/or Sponsors are responsible for the conduct of their guests.
- b. Absolutely no Headdress will be tolerated in the club except under special circumstances or when approved by the President.
- c. Any damage to the Unit property during the function will be assessed against the Organizer(s).
- d. All alcohol consumed while on the premises must be purchased from the Bar at the Martello unit. No alcohol will be brought into the Unit from another source. No pop or punches will be brought into the club.
- e. All drinks, bottles and glasses will be removed from the tables one half hour after Bar closing.
- f. All hanging decorations or balloons must be removed immediately after the function is finished. All other decorations are to be removed within 24 hours of the function.
- g. No Confetti or similar party material is allowed on the unit premises.
- h. No open flame or open base candles will be allowed. If other types of candles are used, they must first be cleared through the Bar staff at the time of booking the club.
- i. Function attendees should be made aware that Unit members will have regular access to the Bar area during normal bar hours.
- j. The Back Games Room is strictly for Unit members and their guests.
- k. All rental agreements will be revised as required and approved by the 2<sup>nd</sup> Vice-President.



5. Signatures

I have read and fully understand this agreement. I accept full responsibility for any damage that may occur during the function by any of the function attendees.

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

Function Cost \_\_\_\_\_

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Vice President

\_\_\_\_\_  
Signature of President (if required)

\_\_\_\_\_  
Signature of 1s Vice President (if required)