

YRVLCC # 1202
The Ballantrae Recreation Centre
1 Final Round, Stouffville, Ontario, L4A 1N3
Office 905-640-1055

FUNCTION ROOM CONTRACT

Date of Function: _____

Type of Function: _____

Name of Applicant: _____ Address: _____

Sponsor Applicant: _____ Address: _____

Postal Code: _____ Telephone: (Res.) _____ (Bus.) _____

Email: _____

Access Time: _____ Time: _____ Expected Attendance: _____

L.L.B.O. Permit: Y / N L.L.B.O Permit #: _____ (photocopy attached)

Smart Serve Bartender Name & Smart Serve #: _____

Function Room(s): _____ Bar: _____ Kitchen: _____ Patio: _____

Set-up Requirements (layout attached):

Round Tables _____ Rect. Tables: _____ Chairs: _____ P.A. System: _____

Caterer's Name and Telephone: _____

Other Information: _____

Function Room(s) Fee: _____

\$200 Security Deposit/Cheque only: _____ Date of Payment: _____

Applicants Signature: _____ Authorized by: _____

Fee(s): \$ _____

Deposit: \$ _____

Total Amount Due: \$ _____

This contract is made subject to the conditions and regulations, which are subject to change, and the contract holder agrees to comply and ensure compliance by his/her guests, with those conditions.

Y.R.V.L.C.C. #1202: Ballantrae Recreation Centre
FUNCTION ROOM CONTRACT CONDITIONS AND REGULATIONS

The Ballantrae Recreation Centre is not responsible for damages, loss or theft of equipment, articles, personal belongings or any item of any applicant or anyone attending on the invitation of the applicant.

The applicant is responsible for any and all liability resulting from their use of the Recreation Centre function room(s).

The applicant hereby agrees to indemnify and save harmless The Ballantrae Recreation Centre or its staff from all claims against the applicant arising from the use of the functions room(s), as provided in this contract.

Function room contracts are valid for rooms, date, time, specified use and specified applicant only and may not be changed, altered or sublet. Guests shall not be allowed to roam freely outside the function room(s) booked. All additions or changes must be signed by both parties. In the case of a dispute, the status of the Ballantrae Recreation Centre copy of the contract will take precedence.

The applicant shall be responsible for the conduct and supervision of all persons attending the function and shall see that all regulations contained in the contract and at the Recreation Centre, are strictly observed. Vandalism, littering or abusive language shall be deemed as just cause to cancel a contract or reject future function room requests.

The Recreation Centre staff will provide set-up and take down of tables and chairs, the applicant is responsible for clean up and for the removal of all rented or privately owned property and personal effects from the function room(s) by the end time specified on contract.

No decorations shall be affixed to the walls, confetti or rice is not permitted. Open candle flames are not permitted (must be enclosed), balloons are not permitted in Centre Room.

A \$200 Security deposit is required for every room rental. This security deposit is separate from the room rental fee and will only be used if damages are found to the room(s) after usage. Once inspected and found that everything is in proper order, the \$200 security deposit will be returned to the room rental applicant. Please note, the applicant shall pay for all damages (even exceeding \$200) to the Ballantrae Recreation Centre arising from the use of the function room(s) under this contract.

Maximum attendance will be governed by the Fire Regulations, Liquor License Act Regulations and/or Public Health Act Regulations and all rules and regulations of those agencies must be adhered to.

Alcohol is not permitted unless authorized and an appropriate Special Occasion Permit authorized by the L.L.B.O has been obtained. Proof of SOP and Smart Serve Bartender(s) name and certificate number must be submitted to the office two days prior to function for any function that will include alcohol. Alcohol is only permitted in building during times stated on SOP. The Patio must also be stated on the SOP and proper fencing (white picket/staunches) is required. Ensure building access time on Function Room Contract coincides with SOP times. Alcoholic beverages are not permitted to be served after 12:00 a.m.

The Ballantrae Recreation Centre is a smoke free facility.

In the event of a power outage, if power does not resume within 1 hour the building must be evacuated.

The applicant is responsible for arranging access to the property when the gates close at 10PM EST. Transportation such taxis, ubers, busses will require access when the gates close between the hours of 10PM – 6AM EST.

Cheques will be made payable to YRVLCC # 1202 for security deposit. Credit Card for room rental. A \$40.00 administration fee will apply to all NSF cheques.

Function room(s) fees are subject to change without notice. Fees for function room(s) are to be paid two weeks prior to function. You will receive a full refund if you cancel 30 days prior to function date.

YRVLCC# 1202
Ballantrae Recreation Centre
Room Rental Procedures

Your function date reservation is not confirmed until you:

- 1) Fill out and submit a Function Room Contract form to the office.
- 2) Submit a \$200.00 security deposit. (cheque only)

After your reserved function date has been confirmed (as above) you must:

- 3) Provide detailed floor plans for all applicable function rooms at least 2 weeks prior to function date.
- 4) If you will be serving or selling alcohol, obtain a Special Occasion Permit from the office and have it approved by the Stouffville LCBO. Once you receive approval from the LCBO you must submit a photocopy of the SOP to the office.
- 5) If you will be serving or selling alcohol, a bartender with a Smart Serve certification is required.

NOTE: The most important issue is the confirmation of your booking, the details are secondary.

Function Room Fees:

1st Rental Room (includes Kitchen): \$200.00
Additional Rooms: \$100.00
Patio: \$75.00

Cost per hour outside Rec Centre hours

4 hour minimum required

\$29.77 per hour

\$38.02 per hour (if less than 2 weeks' notice)

Y.R.V.L.C.C. #1202:

Ballantrae Recreation Centre

Rooms/Occupancy:

Centre Room- hardwood floor area

East Room- bar area

West Room-carpeted area with access to patio

Kitchen-is a **warming** kitchen and not a preparation kitchen (See below for further details)

The CENTRE and the EAST rooms are ideal for 40-80 people. Adding the WEST room can accommodate 140 people. Reception can accommodate up to 150 people depending on set-up requirements.

Floor Plans and Final Balance:

You are required to submit floor plans for your function and pay amount owing two weeks prior to your function date. Room layout plans are available in the office. Staff will set up and take down tables and chairs. **The way you find the room(s) is the way you are expected to leave them.**

Catering recommendations can be located on the Home on the Green website under BGCC Resources/Trade Referrals.

<https://www.hotg.ca/trade-referrals/>

Y.R.V.L.C.C. #1202: Ballantrae Recreation Centre

- EAST Room: Maximum three (3) Round Tables: 8-10 Chairs
- CENTRE Room: Eight (8) Round Tables: 6' or 72" Dm~ 8-10 Chairs (8 minus 2 Round Tables = (6) Round Tables with Staging
- WEST Room: (8) Round Tables: 8 – 10 Chairs
- CARD Room: (6) 3' x 3' Card Tables or 6 Round Tables: 8 – 10 chairs
- (6) 3' x 3' Card Room Square tables
- (220) chairs
- (4) Cruiser tables
- (4) Cruiser Chairs
- (2) Easels
- (1) Flip Chart
- (5) 1 Meter square table with fixed legs
- (4) 1 Meter square Tables with folding legs
- (2) Microphones – Each with 20' extension cord (2) with Floor Stands
- (1) Microphone with table stand
- Microphone Outlets: Southside (1)each @ EAST & WEST Rooms (2) @ Centre Room (North & South sides) *No outlet @ Card Room
- (2) Octagon tables / Poker tables
- (1) PODIUM
- (1) Portable Screen (***No Projector***)
- (11) 6' x 30" Rectangular Tables (Buffet- Coffee-Gift-DJ Table
- (3) 6' X 30" Folding Rectangular Tables
- (20) 72" Round tables (8-10 seating/s)
- (5) Sections of 4 x 8 ' staging
- Bar Fridge
- (3) Two Portable Coat Racks
- Dinner/Side/Dessert Plates/Coffee cups & saucers/Flatware (Maximum set for 60 people)
- Dishwasher
- Freezer
- Kitchen (Full Size) Fridge
- Microwave
- Oven for warming food *NOT* for cooking or baking
- Patio furniture: (7) Square tables that seat (4) four (Not always available)
- Water & Wine Glasses (approximately 150)

All above counts & availability are subject to change.

NOTE:

Microphone Outlets: – East, West, & Centre Rooms. No microphone outlet in the Card Room
Dishes: The renter is responsible for ensuring that the dishes & glasses are clean

RECREATION CENTRE

FENCING REQUIREMENTS (for patio)

1. Fence must have a minimum of 36 "(inches) height
2. Solid: Wood, Metal or Hard Plastic
3. Staked to the ground firmly
4. Not a (ROPE)
5. Cannot Go or Crawl - Under, Over, or In-Between
6. Must be Adjacent to the Building