



**APPLICATION AND PERMIT FOR USE OF
HOCKLEY HISTORIC COMMUNITY HALL & CHURCH (HHCHC)
994174 Mono/Adjala Townline, Hockley Village, Ontario L9W 6H8
<http://www.hockleyvillage.com>
email: info@hockleyvillage.com**

CHURCH RENTAL ONLY

Organization/Individual: _____ Email address: _____

Person in Charge of Event: _____ Telephone #: _____

Address: _____

Date & Times of Event: _____

Purpose of Event: _____

Will Alcohol be Served or Sold at Event? Yes _____ No _____

Event Rate: Wedding _____ Memorial _____ Baptism _____ Other _____

\$300.00 + \$125 Custodial Fee

\$100 – Wedding Rehearsal the Evening Prior

Other Uses – Fees TBD

REGULATIONS FOR THE USE OF HOCKLEY HISTORIC COMMUNITY HALL & CHURCH (CHURCH ONLY)

Rental Application Form must be completed and a \$100.00 **security deposit** to be paid at the time of booking. If the booking is cancelled by the renter, the security deposit will **NOT** be refunded. Total payment of rental fees is due at least 3 days **PRIOR** to the rental. The security deposit will be reimbursed after the rental if the Church is left clean, tidy and there's no damage.

The applicant is responsible for the supervision and conduct of all persons admitted to the Church and grounds and will see that all regulations contained in this permit are strictly observed. The applicant will reimburse the HHCHC Board of Directors for the cost of any damage arising from the use of the Church property.

The HHCHC Board of Directors will **NOT** be responsible for personal injury or damage, nor the theft or loss of clothing, equipment etc., of the applicant or anyone attending on the invitation of the applicant.

In case of fire, all exits must be kept clear of obstruction and doors unlocked when the Church is in use.

If any **ALCOHOL** is to be consumed during rental of the Church, **PERMITS MUST BE OBTAINED BY THE APPLICANT BEFORE THE EVENT**. The “Alcohol and Gaming Commission of Ontario – Application for Special Occasion Permit” is to be purchased on-line at www.agco.ca/alcohol/special-occasion-permits-private-event. A “Party Alcohol Liability” (P.A.L.) insurance policy **MUST** also be obtained. Contact Absolute Insurance Brokers – Orangeville at 1-877-941-2266 OR PAL Insurance Brokers Canada Ltd. at www.palcanada.com to purchase coverage and for more information. Proof of insurance certificate and liquor licence must be received by the corporation prior to the event before the applicant can use the facility and **MUST** be displayed during the event.

Due to the Church’s historic nature, furniture or items located in the sanctuary may **NOT** be moved unless given permission from a HHCHC board member.

Candles with flames are prohibited. **ONLY** battery operated, flameless candles can be used on the church premises.

No scotch tape or masking tape shall be used on the walls. Painters tape to be used **ONLY**. No nails or screws of any kind may be used on walls, pews, wainscoting etc.

Confetti, bird seed and rose petals are strictly prohibited.

If a key to the premises which has been given to the renter by a HHCHC representative, it must remain solely with the renter for the duration of their event. It may **NOT** be loaned out to another individual or copied.

If deliveries are expected during your rental (i.e. florist, furniture, linens etc.), please be available to greet them. HHCHC board members or volunteers will not be free to give them access to the buildings.

All decorations must be removed from the Church directly following the ceremony.

After the initial showing of the buildings, **ONE** additional showing of the Church is allowed prior to your event, to show caterers, party planners, family members, clergy etc. There will be a \$25 charge for any additional showings.

Before you leave, the Church must be left clean and tidy and all windows and doors locked. **ALL** garbage, recycling etc., **MUST** be removed from the church and back room after the event. Absolutely **NO** items, may be removed or borrowed from the Church.

The HHCHC Board of Directors reserves the right to cancel any permit for the use of Church facilities.

I have read and will abide by the above mentioned rules and regulations.

Rental Fees: _____

Deposit Paid: _____

HHCHC Board of Directors Signature

Signature of Applicant

Name (Printed)

Name (Printed)

Dated: _____

***** Please make cheques payable to "Hockley Historic Community Hall & Church"*****

***** Interact Etransfer is available for payment. Please use email address info@hockleyvillage.com*****