



**APPLICATION AND PERMIT FOR USE OF THE
HOCKLEY HISTORIC COMMUNITY HALL & CHURCH (HHCHC)
994174 Mono/Adjala Townline, Hockley Village, Ontario L9W 6H8**

<http://www.hockleyvillage.com>

email: info@hockleyvillage.com

HALL & CHURCH RENTAL

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: Wedding _____ Memorial _____ Baptism _____ Other: _____

Daily Event Fee for both Facilities: \$600.00 + \$125 Custodial Fee

Wedding Rehearsal the evening prior - \$100

REGULATIONS FOR THE USE OF HOCKLEY HISTORIC COMMUNITY HALL & CHURCH

Rental Application Form must be completed and a \$100.00 **security deposit per building** 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 Hall/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 Hall, 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 Hall and 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 Hall and Church are in use. Please observe fire evacuation plan located at each entrance/exit and in the kitchen.

If any **ALCOHOL** is to be consumed during rental of the Hall or 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.

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.

Candles with open flames are prohibited. **ONLY** battery operated, flameless candles can be used on the Hall and Church premises.

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. Hall volunteers will not be free to give them access to the buildings.

After the initial showing of the buildings, **ONE** additional showing of the Hall or 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.

The Hall and Church must be vacated by 1:00 a.m. Please be respectful of our neighbours and keep noise to an acceptable level.

Before you leave, the Hall and Church must be left clean and tidy and all windows and doors locked. **ALL** garbage, recycling etc., **MUST** be removed from the Hall, kitchen, bathrooms and the Church after the event. **NO** items, including kitchen dishes or utensils may be removed or borrowed from the Hall.

Church Specific Rules & Regulations

- 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.
- Confetti, bird seed and rose petals are strictly prohibited.
- All decorations must be removed directly following the ceremony.

Community Hall Specific Rules & Regulations

- Renters do NOT have access to the Hall basement or stage closet.
- If chairs or tables are moved, please ensure they are put back to where they were found prior to leaving the premises. Chairs are stacked along the south wall of the Hall, the long wood banquet tables are stored under the stage and the stackable wooden tables are stored in the corner by the bulletin board. If you wish for us to move these items for you, there will be additional fees. Please see our rate sheet.

The HHCHC Board of Directors reserves the right to cancel any permit for the use of Hall & 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*****