



Township of Hornepayne Facility Rental Form

Name/Organization/Group: _____

Mailing Address: _____

Phone No.: _____

Email: _____

Venue/equipment to be rented: _____

Date of event: _____ Time of event: _____

Other particulars: _____

Will alcohol be served at this event? Yes No N/A

Copy of liquor license must be attached before facility keys issued.

Will music be played at this event? Yes No N/A

SOCAN fees will be billed if music is played.

Proof of Insurance: Yes No N/A

Copy of liability insurance with Township named as additional insured must be supplied prior to issuance of keys (if applicable).

Rental cost(s) \$ _____

Paid Invoiced Deposit held

Deposit of \$200.00 (must be paid at time of booking a facility); fee to be returned once facilities are inspected by Township Staff and determined to be left in an acceptable condition. If state of facility is not acceptable, additional costs above the \$200.00 deposit will apply.

Keys issued: Yes No N/A

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

All rentals must be booked a minimum of 7 days in advance.