

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.

