

Re: 416 Wing Rental Agreement

Thank you for planning your special event at 416 Wing.

Please complete the attached application form and return it with payment:

In Person at 416 Wing – Complete the form and drop into the Wing and pay at the Bar, in cash or by debit, during business hours. Business hours are Friday 3 pm – 7 pm, Saturday/Sunday 2 pm – 6 pm.

Minimum rental for non-members and members if bartender is required is 3 hours.

Non-Members – Rental Fees

Friday and Saturday evening rate \$350 (\$309.73 +\$40.27 HST)

Hourly rate Saturday and Sunday (8 to 5pm): \$40/hour (\$35.40 + \$4.60 HST)

Hourly rate Monday to Friday: \$35/hour (\$30.97 +4.03 HST)

416 Members – Rental Fees

Friday and Saturday evening rate \$250 (\$221.24 +23.76 HST)

Hourly rate Saturday and Sunday (8 to 5pm): \$30/hour (\$26.55 + \$3.45 HST)

Hourly rate \$25/hour (\$22.12 +2.88 HST)

Kitchen Use

Use of kitchen will be charged at \$20 per hour. Renters must bring their own kitchen appliances, pans, and utensils, and leave the kitchen clean at the end of the rental.

Opening the Hall

If the Hall is being opened for you outside of the business hours above and you have noted on the Agreement the time that you need into the Hall, we expect you to be on time or to call if the time has changed. The number to call is 613-331-1529. If you do not receive an answer, please call 613-389-1426 and leave a message.

R. C. A. F. Association 416 (A.V.M. Earl Godfrey) Wing

200 Hampton Gray Gate, Kingston ON, K7M 4M1 613-389-1426

416 Wing - Room Reservation Agreement

Name:			Telephone:			
Address:				Postal Code		
E-Mail Address:						
Date of the Function:				Time From/To	am/pm	am/pm
Type of Function	Wedding	<input type="checkbox"/>	Party Fundraiser	<input type="checkbox"/>	*Explain:	# of Guests
	Birthday Meeting	<input type="checkbox"/>	Other*	<input type="checkbox"/>		

NOTE: Until payment is received, the booking is not confirmed. To pay, please drop by the Wing during business hours and pay in cash, cheque or by debit.

Alcohol will be served at this event: Yes No

Will you need to get into the hall to decorate before your event? Yes No

If yes, when will you need to get into the Hall to decorate? _____

NON-MEMBER - RENTAL HOURS AND PRICES	Price
Peak Period: Fri/Sat 4pm until close \$350.00, Non- Peak Period Weekend: \$40/hr, Non- Peak Period Monday - Friday \$35/hour, For other times and prices, please call/text 613-331-1529 or email janwoolsey933@gmail.com . Price includes HST, cleaning fee, and a bartender.	
Additional Rental Items <input type="checkbox"/> BBQ \$20 <input type="checkbox"/> Use of kitchen (\$20 per hour of use)	
TOTAL RENTAL COST	

PLEASE NOTE: Hall Occupancy Limits: 120 for Seating & Dancing or 160 for Seating & Dining only.

Cancellation Policy

All cancellations must be in writing, acknowledged and are subject to a \$50 cancellation fee.
60 days or less – no refund

Terms and Conditions

The applicant must be present for the entire function and is responsible for the actions of his or her guests and for any damages incurred to the building or the property.

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1. No alcoholic beverages may be brought onto the Wing's property (Liquor Licensing Board Ontario) regulations. All alcoholic and non-alcoholic beverages must be purchased through the Wing Bar.
2. 416 Wing is a NON SMOKING facility as per City of Kingston bylaw #2002-231.
3. Gambling or games of chance are NOT permitted unless permits have been obtained from the proper authorities.
4. The applicant is responsible for setting up for the event (moving tables, chairs, etc.) and removing all decorations including balloons at the end of the night. All tables and chairs should be returned to their pre-rental positions.
5. The lounge (also known as the "Cockpit") is a member's area. While it is acceptable to transit through this area upon arriving and leaving, it is not the space being rented. Access to this area during the rental period is at the bartender's discretion and dependent on whether members are present.
6. 416 Wing, Royal Canadian Air Force Association is not responsible for personal injury or damage, loss or theft of any article or clothing or equipment (including vehicles and their contents) belonging to the applicant lessee or anyone in attendance at the time of the rental function, or after the function (if vehicles are left in the parking lot overnight.)
7. If using the kitchen, cooking that produces grease-laden vapours is prohibited. Ovens may be used to keep prepared dishes warm. Please note that the ovens may need to be plugged in before use. The renter is responsible for providing dishes and cutlery. The kitchen needs to be left in the same condition it was found in.
8. The following Decorating Policies are to be adhered to at all times:
 - Any open flame decorations (candles, T lights, etc.) are NOT permitted. Only battery operated devices.
 - Sparklers are NOT permitted.
 - Confetti, Rice, Silly String, or Streamer Poppers are NOT permitted within the Hall, or on tables.
 - Event Decorations shall NOT be pinned, tacked, glued, stapled, taped, etc. to the walls. The only acceptable method is by using "painters tape" or "poster putty" provided by the applicant.
 - Event Decorations shall NOT cover or obscure EXIT signs, doorways, fire extinguishers, smoke detectors, motion sensors or electrical outlets.
 - The Hall's permanent décor (artwork, pictures, and plaques) shall be NOT be removed from its location or covered in any way. **No decorations can be attached to the Memorial Wall.**
 - All balloons and decorations must be taken down before leaving the Hall.

I have read and understand the terms of this rental reservation.

Applicant's Signature

Date

Approved by: (Wing Representative)

Date