

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

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

### Re: 416 Rental Agreement

Thank you for planning your special event at 416 Wing. Please complete the attached application form and return it with payment:

1. By E-Mail – Complete the form, scan it and email it to [mejmlaren7@gmail.com](mailto:mejmlaren7@gmail.com). E-Transfer the rental me to Maggie McLaren using the e-mail address above.
2. By regular Mail – Complete the form, include a cheque for the rental fee and mail it to: Maggie McLaren, 1217 Lincoln Drive, Kingston Ontario K7M 4Z9
3. In Person at 416 Wing – Complete the form and drop it with the payment (cheque, cash) during business hours. Business hours are Wednesday 7 pm – 10 pm, Friday 4 pm – 7 pm, Saturday/Sunday 2 pm – 6 pm.

### 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 613-305-3592. If you do not receive an answer, please call 613-389-1426 and leave a message if the phone is not answered.

### 416 Members

If you are a member of 416 Wing please note that there is a \$100 reduction in cost of \$250 for a Friday or Saturday evening, and the hourly rate is \$15 per hour.

## 416 Wing - Room Reservation Agreement

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

**NOTE:** Fees are to be paid in full at the time the reservation is made. Until payment is received, the booking is not confirmed. Please make cheques payable to **R.C.A.F.A 416 Wing**

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? \_\_\_\_\_

<b>RENTAL HOURS AND PRICES</b>	<b>Price</b>
<b>Peak Period:</b> Fri/Sat 4pm until close <b>\$250.00</b> <b>Non- Peak Period:</b> Sun 1pm until 6pm, and Monday - Thursday 7 pm until 10pm \$25/hour. For other times and prices, please call/text 613-305-3592 or email <a href="mailto:mejmcclaren7@gmail.com">mejmcclaren7@gmail.com</a>	
<i>Add additional cleaning Cost</i>	<b>\$25.00</b>
Additional Rental Items <input type="checkbox"/> BBQ \$25 /BBQ (2 non-commercial BBQ's available.)	
<input type="checkbox"/> Popcorn Machine \$25 (supplies not included)	
<b>TOTAL RENTAL COST</b>	

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.  
90 days or less – no refund

### Terms and Conditions

1. 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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2. 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.
3. 416 Wing is a NON SMOKING facility as per City of Kingston bylaw #2002-231
4. Gambling or games of chance are NOT permitted unless permits have been obtained from the proper authorities.
5. 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. Wing staff will rearrange chairs and tables at the end of the night. Please note that the pool table should not be moved or used during the event.
6. 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.
7. 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.)
8. 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.
9. The following Decorating Policies are to be adhered to at all times:
  - Candles (tea lights, votive & pillar) ARE permitted only if placed inside a non-flammable container.
  - 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