

**Huntley Community Association**  
 2240 Craig Side Road, Carp Ontario K0A 1L0  
Mess Hall Rental Application

THIS AGREEMENT made between Huntley Community Association (Lessor – Hereinafter referred to as “HCA”) AND

Name(s): \_\_\_\_\_ (Hereinafter referred to as “Lessee”)  
 Organization/ Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email \_\_\_\_\_

FOR THE RENTAL OF THE MESS HALL (Hereinafter referred to as “the facility”)

Description of the event: e.g. birthday party, wedding reception, meeting etc.:

\_\_\_\_\_

Rental date(s) \_\_\_\_\_ Hours of use: \_\_\_\_\_ to \_\_\_\_\_  
 Day – Mo - Year  
 Bar required: Yes No Bar hours requested: \_\_\_\_\_ to \_\_\_\_\_  
 Kitchen use required: Yes No Approximate number of people attending: \_\_\_\_\_  
 Room requested: Main hall \_\_\_\_\_ or Small meeting room \_\_\_\_\_

The Lessee hereby covenants and agrees:

1. To pay the fees and charges as set out in this agreement, or as communicated by follow-up messages from the HCA.
2. To comply with all the Terms, Conditions and Regulations set forth in this form and the Facility Rental Agreement
3. To accept legal and financial responsibility for any and all damages, which may occur as a result of the Lessee’s use of the facilities.
4. To purchase event/activity insurance through the City of Ottawa or to sign a waiver indicating this option was offered but rejected.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ Signature of Lessee \_\_\_\_\_

Rental rates and insurance costs vary, depending on the information above, and will be calculated by the HCA. Make cheques payable to HCA. Payment is to be received by the HCA no later than three (3) weeks prior to the date of this event. A Damage/ Cleaning Deposit of \$150 will also be requested, as a separate cheque; this will be destroyed if no damage occurs or if no extraordinary cleaning is required. NSF cheques will be subject to a \$25.00 penalty.

Mail signed form to Mess Hall Director, or scan and send to email address below. (Please keep a copy for your records.)  
 Huntley Community Association  
 c/o Pam Meunier, Mess Hall Director [messhall@hca-carp.ca](mailto:messhall@hca-carp.ca)  
 Box 224 - 105 Robertlee Drive  
 Carp, ON K0A 1L0

Having signed this document and submitted payments, the Lessee(s) will receive confirmation of the rental booking. The week before the rental date, information will be provided re access using a hall key for the day of the above-noted event.

**Mess Hall Rental Application**

**Insurance requirements:** it is recommended that the Lessee consider fully their liability insurance requirements, and whether their personal/ home policy will provide this coverage to a limit of \$2M inclusive per occurrence for bodily injury, death and damage to property. The HCA has its' own liability insurance, but can also arrange for a Lessee to purchase event/activity insurance through a City program. Costs vary, depending on the type of event, numbers attending, and if alcohol is served. If a Lessee declines insurance, they shall sign the "Insurance Waiver" below, or the similar waiver at the end of the HCA Facility Rental Agreement. Note - Insurance is mandatory for Stag and Does, other large bar events and high risk sport activities.

I \_\_\_\_\_ (full name) have been offered the event/activity insurance, and have elected not to purchase this additional insurance for my event.

Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date signed \_\_\_\_\_  
Date of event \_\_\_\_\_

\*\*\*\*\*

**Office Use**

**Rental Rate -** \$ \_\_\_\_\_  
**"User Group" Insurance** \$ \_\_\_\_\_  
**Total Rental Fee** \$ \_\_\_\_\_      **Cheque** \_\_\_\_\_ **or PayPal** \_\_\_\_\_

**Huntley Community Association** \_\_\_\_\_