



Community Hall Information for Renters

Community Hall	Fee (tax included)
Private Rental Friday or Saturday – includes bar & kitchen	575.00
Private Rental Sunday-Thursday - includes bar & kitchen	325.00
Charity/Not for Profit Friday or Saturday – includes bar & kitchen	400.00
Charity/Not of Profit Sunday-Thursday - includes bar & kitchen	250.00
Set-up Access Fee (from 4:00-10:00 pm day prior)	85.00
Tear down Access Fee (from 8:00 am - 12:00 pm day after)	85.00
4-hour meeting rental (no kitchen)	100.00
Weekend Rate (Friday 4:00 pm – Sunday 4:00 pm)	850.00
Damage/cleaning Deposit for rentals over 4 hours	200.00
Booking Deposit (non-refundable)	50.00
Key Deposit (refundable upon return)	50.00
Private Rental – User Insurance Applies	

User Insurance Rates – Town Supplied		
Non-sporting event	No Alcohol	Alcohol
Hourly	5.00	25.00
1-2 days flat rate	50.00	150.00
3-5 days flat rate	100.00	300.00
Sporting Event or Activity		
Low risk	Medium Risk	
Hourly	5.00	7.00
1 day flat rate/day	120.00	150.00

Some exclusions apply
Annual premiums may be available

Community Hall Details		
Banquet Hall	Fully Stocked Kitchen	Bar
62 8' Rectangular Tables	275 Chairs	Open Wi-Fi network
Stage	Sound System	Dimmable Lights
Podium	TV	

1. Fog/smoke machines and bubble machines are NOT permitted as they will set off the fire alarms.
2. The renter will provide the Town Office with a copy of their liquor license. No alcohol is to be served on the premises without the renter providing proof of Liquor Liability Coverage to the Town Office before the event. This can be obtained from your home or automobile insurance company.
3. No alcohol of any kind is to be served on the premises without a Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario and all regulations under the Liquor Control Act must be strictly observed and subject to the Town of Englehart Municipal Alcohol Policy, of which a copy is available at the Town Office.
4. Town of Englehart staff are not trained elevator technicians. In the event of a malfunction, it is highly unlikely that service will take place quickly. For instructions on how to lock the elevator during your event, please see Public Works Staff.
5. The renter must properly clean and put away any dishes and equipment used. Cupboards are clearly labeled, and everything has a specific storage location.
6. Please leave the tables and chairs clean, but do not stack them as this will be done by Town of Englehart Staff.
7. The Community Hall must be vacated, and all doors securely locked not later than 2 am.
8. No nails, screws or tacks may be used to secure decorations in place. Only painter's tape.
9. If there are questions about available equipment including dishes, please view the facility before the event.
10. Instructions on how to use the sound system and lights are located in the cabinet on the stage as well as the kitchen bulletin board. You can also access the information by scanning this QR Code:

