

REGULATIONS OF THE TEULON-ROCKWOOD CENTENNIAL CENTRE

1. Any refreshments served will be in accordance with the amounts and conditions shown on the Occasional Permits issued by the Liquor Control Commission.
2. The premises will be subject to inspection by the hall owners, police, and inspectors of the Liquor Control Act at any and all times.
3. Any violation of these rules and regulations as stated on the permit or conduct not approved by the above-mentioned authorities will result in the immediate vacating of the premises without refund to lessee.
4. The lessee accepts the responsibility for any unnecessary damage.
5. The eating of food and the drinking of alcoholic beverages will be confined to the area so designated. No food or drink shall be allowed on the dance floor, unless otherwise specified. Where food or beverages are spilled on the floor, the permittee/lessee shall ensure that the affected area is cleaned. The Hall Manager shall make cleaning supplies i.e.: broom, mop, pail, rags etc. available for this purpose.
6. Admission to all occasions for which an Occasional Permit has been granted must be by invitation only. The general public are to be excluded and in order to adhere to this regulation no sales of admission tickets are to take place in or around the hall.
7. Only properly invited guests will be allowed in the hall and any person or persons that do not have an admission ticket properly purchased prior to the entering of the premises will be refused admittance to the hall.
8. Where liquor is proposed to be served, no advertising of such function will be allowed without prior approval of the Liquor Control Commission.
9. Permittee/lessee shall not affix tape, nails, staples or other similar items to the walls or ceiling of the hall or as approved by the Hall Manager.
10. The amount of rent to be paid for the hall or portion thereof is as per rate schedule established by the Hall Board and as hereto attached.
11. Permittee/lessee must assist Hall staff in ensuring that no one under the legal age of eighteen (18) years purchases or consumes alcohol. Photo identification shall be requested.
12. Permittee/lessee must provide adequate help to keep tables clean by removal of empty glasses and liquor remaining on the tables at the end of the function. No glass bottles shall be allowed on the tables.
13. Only Hall Bartenders will work in the bar except for general bookings and in these cases, the permittee/lessee must ensure that only responsible adults work in the bar.
14. Sale of drink tickets shall cease 1/2 hour before bar closing time as set out by occasional permit.
15. All persons entering the Hall shall be hand-stamped with an identifiable marking to ensure that only properly invited guests are in attendance at the function.
16. The lessee or his appointee, in signing the rental application, confirms the kitchen inventory, i.e. cutlery, dishes, etc. Any loss or damage will be taken out of the damage or loss deposit collected at the time of booking the hall. The balance will be returned to the lessee. Any damage or loss in excess of the damage deposit

will be the responsibility of the lessee. All Kitchen facilities (including the stove) shall be left in as good a condition as upon arrival, or as approved by the Hall Manager. Failure to do so will affect return of the damage deposit. Oven mitts, tea towels, washcloths and special cooking utensils are the responsibility of the lessee.

17. A booking deposit is required when the Hall is booked. Requests for refunds due to cancellations may be possible upon written application to the Board. Applications received less than sixty (60) days prior to the scheduled event will not be considered.
18. The Hall Board is not responsible for loss or damage or injury incurred by any person or persons attending any function in the Hall.
19. Permittee/lessee must ensure that guests vacate the Hall within 30 minutes of the closing time indicated on the permit.
20. Permittee/lessee shall cooperate with Hall staff insofar as disclosure of names of persons creating a problem i.e.: fighting, minors consuming, contributing to minors, damage, etc.
21. The permittee/lessee shall not grant access to any person who has been banned or suspended by the Hall Board from entry to the Hall.
22. Hall suspensions and/or penalties shall be as per the guidelines as established by the Hall Board and as hereto attached.
23. The rules pertaining to "Safe Grad" will govern the event and be policed by the Safe Grad Committee.
24. If users wish to use the sound system, they must request it prior to the event. Then it will be set up for them in advance. If the system is damaged, the renter shall pay the costs for repair.
25. The lessee shall remove all equipment, supplies and decorations from the Hall at the end of the function.
26. Permittee shall promote whenever possible the use of the "Designated Driver" program and shall attempt to see that their guests do not have liquor in their possession upon leaving the Hall.
27. Requests for refunds due to cancellations may be possible upon written application to the Board. Applications received less than sixty (60) days prior to the scheduled event will not be considered. Where there are complaints or requests for refunds following a function, they must be submitted in writing to the Hall Board within thirty (30) days of the end of the function.
28. Smoking will not be allowed within the confines of the Teulon-Rockwood Centennial Centre. Individual smokers contravening this law may face fines under the Non-Smokers Health Protection Act. Lessee/permit holder will be responsible to ensure attendees are in compliance.

Chairman of the Board

March, 2011