

# The Belleville Fish & Game Club Hall Rental Service

**Your Complimentary Hall Rental Package**

**Deb Lucas, Hall Coordinator**

Phone: (613) 966-6731      [deblucas@bellevillefishandgame.com](mailto:deblucas@bellevillefishandgame.com)

170 Elmwood Drive, Belleville Ontario, K8N 4Z4

# HALL RENTAL REGULATIONS

## BELLEVILLE & DISTRICT FISH & GAME CLUB

Phone: 613-966-6731 [Contact Customer Service](#)

For your health and safety, hall rental clients are requested to abide with the following regulations.

1. No use of confetti or rice inside the hall, or on the table.
2. No dispersing of soap bubbles inside the hall.
3. No use of lit sparklers or any type of fireworks inside the hall.
4. NO SMOKING
5. No free standing candles allowed inside the hall.
6. Tables are to be lifted & not dragged across the floor. Ensure collapsible legs are firmly in place.
7. No pinning or sticking items of decoration to walls or ceilings.
8. All decorations must be taken down, directly after the function by the client.
9. All beverages being brought into the hall must be discussed with the bar manager prior to the function.

Your cooperation regarding the above regulations is greatly appreciated. Please sign that you have read these regulations & return along with your contract. Thank You.

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RENTER SIGNATURE

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DATE

# CATERING MENU – A&T CATERING

BELLEVILLE & DISTRICT FISH & GAME CLUB

Phone: 613-966-6731 [Contact Customer Service](#)

**Hot Buffet \$15.00 per plate** – includes one meat, potatoes, two vegetables, on salad, vegetable tray, pickle tray, buns, assorted squares or pies, coffee/tea.

## Meat (1 Choice)

Roast Beef (with gravy)

Pork

Ham

Chicken / Turkey

(\$15.95 per plate)

## Vegetables (2 Choices)

Corn

Peas

Carrots

Mixed Vegetables

## Salads (1 Choice)

Carrot Salad

Bean Salad

Pasta Salad

Tossed Salad

Caesar Salad

## Dessert (1 Choice)

Assorted squares or Pies (2 types of pies)

Apple

Cherry

Blueberry

Pumpkin

**Vegetable tray, pickle tray, buns/butter, coffee/tea.**

All prices are subject to taxes.

The caterer is flexible in her menu depending on seasonal supplies and costs.

# CATERING MENU – A&T CATERING

BELLEVILLE & DISTRICT FISH & GAME CLUB

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## **Cold Buffet**

**\$10.25 per plate**

Black Forest Ham  
Assorted Salami  
Roast Beef  
Coleslaw  
Carrot Salad  
Pasta Salad or Green Salad  
Vegetable Tray and Dip  
Pickle Tray  
Buns/Butter  
Assorted Squares  
Coffee/Tea

## **Sandwich Trays**

**\$8.00 per person**

Assorted Sandwiches  
Cheese and Pickle Tray  
Assorted Squares  
Coffee/Tea

All prices are subject to taxes.

The caterer is flexible in her menu depending on seasonal supplies and costs.

# WINE LIST

BELLEVILLE & DISTRICT FISH & GAME CLUB

Phone: 613-966-6731 [Contact Customer Service](#)

## **Pait D'OR Chardonnay - White - \$15.50**

This Chardonnay has aromas of citrus, apple and pear, and is fresh with fruity flavours.

## **Pait D'OR Merlot - Red - \$15.50**

Clear ruby red colour, red berry, cherry aroma, medium body, with light tannins and soft round fruit flavour.

## **Jackson & Triggs Unity Pino Grigio - White - \$15.50**

Pale yellow colour, aroma of green herbs and florals, crisp, tropical fruit flavours.

## **Jackson & Triggs Unity Merlot - Red - \$15.50**

Ruby red colour, berry fruit and slightly herbal aroma, soft berry flavor, dry finish.

## **Peelee Island Pinot Grigio - White - \$15.50**

Medium yellow colour, aromas of green pear and fresh herbs, light bodied, with citrus flavours, crisp finish.

## **Peelee Island Monarch Vidal - Red - \$15.50**

Medium dark ruby colour, fresh berry aromas with a hint of earthiness, dry medium body, and forward flavours of ripe berry fruit, crisp acidity, and a long mouth filling finish.

# DISH RENTAL FORM

BELLEVILLE & DISTRICT FISH & GAME CLUB

Phone: 613-966-6731 [Contact Customer Service](#)

Name: \_\_\_\_\_ Date Required: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information:

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **FEE STRUCTURE:**

Kitchen and Dish Rental                      **\$100.00 + Tax**

## **RESPONSIBILITY OF RENTER/CATERER**

- For any broken or lost dishes or cutlery.
- To see that dishes and glasses, including wine glasses, are washed and put away properly.
- To provide your own tea towels and dishcloths.
- Stove to be used as a warming appliance only and not for cooking a meal.
- Coffee pots to be washed.
- Kitchen to be left in the same condition it was found.
- All garbage to be removed and put in garbage box outside.

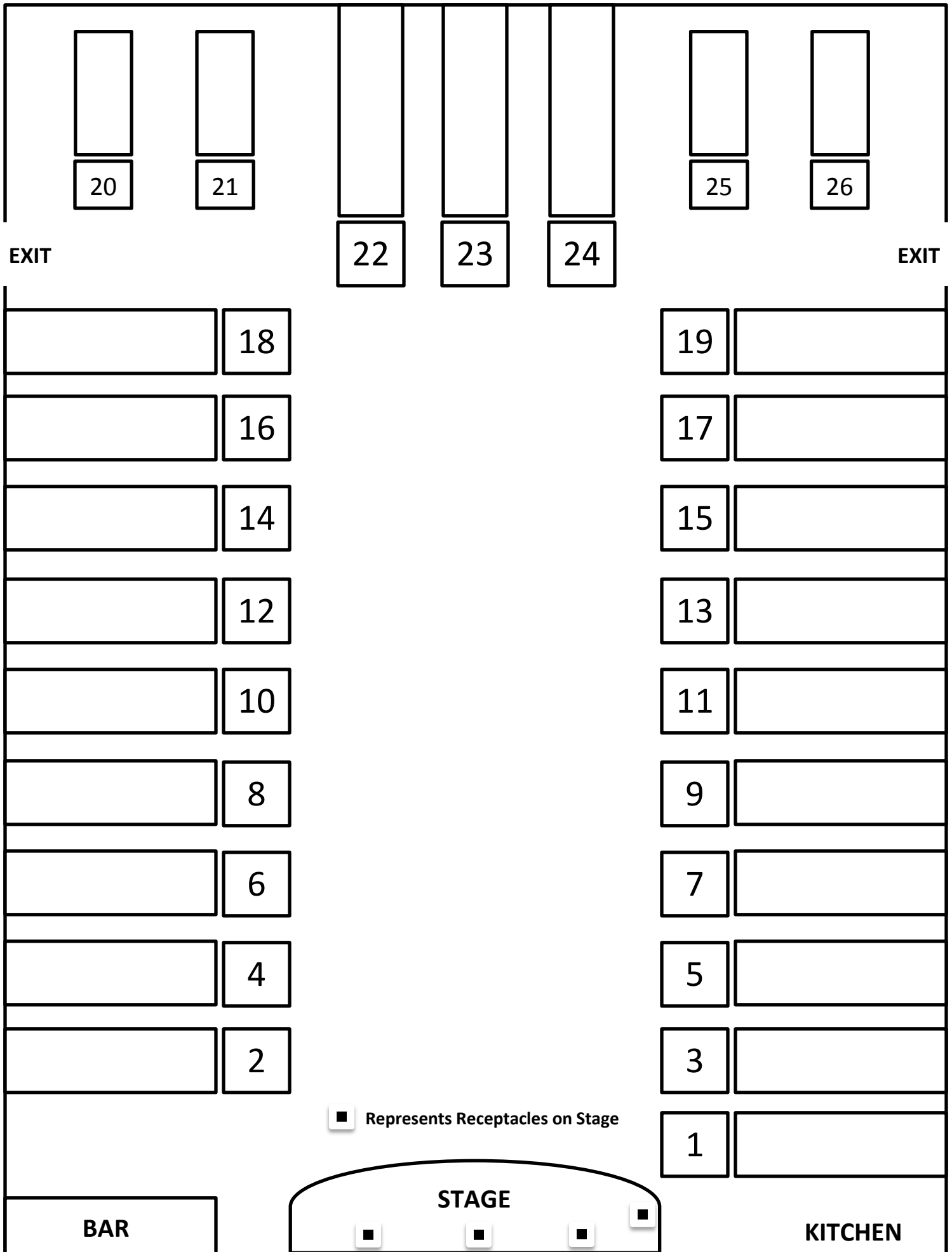
***I agree to the above terms and fee for the use of the kitchen equipment.***

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
CATERER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE





# PERMIT FOR USE OF THE BELLEVILLE & DISTRICT FISH & GAME CLUB'S FACILITIES

Date: \_\_\_\_\_ 20\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Person In Charge Of Event at Centre: \_\_\_\_\_

No. Of Persons Attending Function: \_\_\_\_\_

Date(s) Of Use: \_\_\_\_\_

Time Doors Open At: \_\_\_\_\_ Event From: \_\_\_\_\_ To: \_\_\_\_\_

3 Hours Allowed For Set-Up. \$15.00 Per Hour After 3 Hours.

Purpose for Which Premises Will Be Used: \_\_\_\_\_

Will Minors (Under The Age of Majority) Be In Attendance? \_\_\_\_\_

### ACCOMMODATION REQUIRED (Check Below As Required)

Main Hall \_\_\_\_\_ Public Address System \_\_\_\_\_

Kitchen \_\_\_\_\_ Buffet \_\_\_\_\_

Stove \_\_\_\_\_ Dinner - Sit Down \_\_\_\_\_

Dishes \_\_\_\_\_ Refrigerator \_\_\_\_\_

Head Table No. Persons \_\_\_\_\_

Other \_\_\_\_\_

#### Music:

Name & Phone #: \_\_\_\_\_

#### Caterers:

Name & Phone #: \_\_\_\_\_

### The Premises Are To Be Vacated No Later Than 45 Minutes After Bar Closing.

Retainer Fee \$ \_\_\_\_\_ Paid Upon Booking. Balance \$ \_\_\_\_\_

Rental Fee: (Club Room Not Included) **Payable One Month Prior To Event**

Basic Hall Rental \_\_\_\_\_ \$ \_\_\_\_\_

Dish Rental \_\_\_\_\_ \$ \_\_\_\_\_

G.S.T. #: R124241522 \_\_\_\_\_ \$ \_\_\_\_\_

Wine Handling (\$ \_\_\_\_\_ ) Price Per Bottle \_\_\_\_\_ \$ \_\_\_\_\_

Additional Miscellaneous Rental Expenses (see above) \_\_\_\_\_

Total Rental Expenses \_\_\_\_\_

### No Homemade Beer, Wine or Liquor To Be Allowed On The Premises.

**The Regulations On The Next Page (Pg. 10) Constitute Part Of The Permit. I have Read  
And Accept All Terms And Conditions Outlined On This Permit.**

Applicant's Signature: \_\_\_\_\_

Representative Of Organization Responsible To The Committee

Address: \_\_\_\_\_ The Belleville & District Fish & Game Club Inc.

\_\_\_\_\_ 170 Elm Wood Drive, R.R. #4, Belleville Ontario, K8N4Z4

Telephone: \_\_\_\_\_ Phone: (613) 966-6731

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Member Of Committee

## REGULATIONS FOR THE BELLEVILLE & DISTRICT FISH & GAME CLUB INC.

# REGULATIONS

Herein Committee refers to The Belleville & District Fish & Game Club Inc., Committee of Management and Rentals

1. A written application shall be made to the Committee on the prescribed forms supplied by the Committee not less than 45 days before the date on which the facility is required. The Chairman of the Committee may, however, waive the requirements as to forms and time in the case of an emergency. An applicant, prior to obtaining a permit, should check the facilities required with the Chairman or his delegate.
2. The building will be available for use only upon presentation of the permit to the custodian in charge. The building is to be used only on the date or dates and hours indicated and for the purpose as specified on the permit. The building must be vacated by the time shown on the permit.
- 3A. Permit forms are required for use of facilities.
- 3B. The permit is not transferrable.
4. The holder of a permit shall be responsible to the Committee for all damages to the building or equipment and shall indemnify and save harmless the Committee from any claim whatsoever by or in respect of any person or persons.
5. Use of Belleville & District Fish & Game Club premises, equipment, and/or facilities is restricted to those agreed upon. The custodian is not authorized to permit use of special equipment and/or facility unless approval on the permit or ordered by the Committee.
6. Permission to charge an admission fee or to sell other goods may be granted by the Committee when requested in the application.
7. It is the duty and responsibility of the applicant to ascertain if there is any Local, Provincial or Federal Tax applicable to the function and to collect and remit such tax to the proper governmental authority.
8. Special arrangements can be made with the Committee for continuing permits for various community organizations.
9. The Board maintains the right to cancel, after due notice, any agreement if facilities are misused.
10. The representative of the organization obtaining the permit shall be responsible for the enforcement of the regulations listed therein to the Committee or his delegate and the custodian shall have the authority to enforce the Committee's regulations.
11. The applicant shall be responsible for the conduct of all persons admitted to the Club's facilities and grounds and shall see that all regulations contained in this permit are strictly observed. If the Club's facilities being used is in the opinion of the Committee such as to require special supervision, the Committee shall require the applicant to provide special security guards (off duty police or firemen, or regular security guards) to ensure that the event is properly and adequately supervised. IF it is reported that the standard of supervision was not of an acceptable level or the applicant did not follow the specified regulations, the permit may be cancelled and no permit issued to that organization in the future.
12. Pianos may not be moved except under the supervision of the Custodian or his delegate.
13. It is also required by the Committee that all decorations be of a non-flammable material or treated with a flame retardant.
- 13 ii. That all props, displays or other materials used in the building do not block or hinder exits ways.
- 13 iii. That if a fireman is required by law the applicant agrees to pay the cost of such fire attendant (paid directly to the fireman) whose duty it shall be to ensure that the fire precautions heretofore outlined are strictly adhered to.
- 13 iv. That the Custodian shall be responsible for insuring that any municipal by-laws re: fire or safety supervision are strictly adhered to. The Custodian or his designate shall be responsible for contracting the Fire Department and making sure that the necessary fireman will be on duty.
14. Committee reserves the right to cancel an application in case of power failure, severe snow storm, etc.
15. Cancellation of applications must be made at least sixty days prior to the event. The committee reserves the right to retain all/or a percentage of the rental fee if this stipulation is not met.
16. The Committee reserves the right to determine any other conditions and regulations prior to signing this application depending upon the applicants specified use.
17. The Committee will not be responsible for personal injuries or damages, or for the loss or theft of any articles of clothing or equipment of the applicant or of anyone attending on the invitation of the applicant.
18. Regulations concerning the consumption of alcoholic beverage are according to Regulations of the Liquor Control Board of Ontario.
19. Parking on Belleville & District Fish & Game Club property is at the risk and responsibility of the owner and/or driver of the vehicle.
20. The Committee will provide the necessary staff to clean the hall prior to and after the event.
21. Liquor, wine or beer must be purchased through the bar and served on the premises.
22. Liquor may be sold or served only where there is an adequate supply of food.
23. All evidence of the service and consumption of liquor shall be removed within 45 minutes after the expiry of such time period.
24. As of January 1<sup>st</sup>, 1979, no person under the age of nineteen (19) years shall be admitted to an event unless the applicant has specified in his/her application that he/she intends to admin persons under the age of nineteen (19).
25. If there are any contraventions of the above agreement, this contract becomes null and void immediately.