



Events Checklist

Touring the Hall and Booking

- ☐ Book a tour of the hall
- ☐ Review the rental agreement and ask us any questions you may have
- ☐ If accepted, pay the deposit and rental fees and sign the rental contract to reserve date
- ☐ Start planning all the details! [Our Rentals FAQs can help!](#)

30 days before the event

- ☐ A \$500 Overholding Charge due 30 days prior to the event. Cheques, e transfers, etc will be put in Clymont's bank accounts. After the event, you will be refunded within 30 days if all conditions have been met as per the contract.
- ☐ A \$1000 Damage Deposit due 30 days prior to the event. Cheques, e transfers, etc will be put in Clymont's bank accounts. After the event, you will be refunded if all conditions have been met as per the contract.
- ☐ Or earlier, seek event liability insurance as per stated in Rental Agreement. Disclose all event details, including alcohol or not, number of days people will camp, number of people attending, etc.

7-14 days before the event

- ☐ Meet with hall representative to discuss the event timelines and numbers and pay corkage fees

Before event starts

- ☐ Provide Clymont with:
 - a. A copy of the liquor license from AGLC
 - b. a liquor till receipt
 - c. Liability Insurance Certificate

After the Event

- ☐ Clymont will issue refunds of damage and overholding deposit if applicable within 30 days of the Rental Date.