

The United Townships of Head, Clara & Maria



Community Hall Rental Agreement

Lessee Name			
Lessee Organization (if Applicable)			
Address			
Phone contact			Alternate Phone #
Date Reserved		From -	a.m. p.m.
		To -	a.m. p.m.
Type of Function			
Applicable Rate (may include deposit)	\$		
Deposit	\$	Date Received	Date Refunded
Liquor License Required	Yes		No
Proof of Liquor License	Date Received		
Proof of Insurance	Date Received		
Will Food be Served?	Yes		No
Special Events Food Vendor Application Provided to Lessee	Date Provided		
Anticipated Attendance			
Key Signed out By			Date
Key Returned By			Date

1. Rental fees are due upon signing and if not paid by the date of reservation, management has the right to refuse the Lessee access to the facility and the deposit shall be forfeited.
2. The rental fee will be as per the Township fee schedule which may change from time to time.
3. The lessee is responsible for any loss or damage to the hall, the adjoining buildings and property and all fixtures and chattels, thereof. The deposit (which will be applied against any loss or damages to the Township Hall and surrounding property) will be refunded within 10 business days after the event providing no damage was sustained to Municipal property.
4. The Township is not responsible for injuries to users of the facility and does not assume any responsibility for articles lost or stolen.
5. The Lessee is responsible for the security of the building while he is in possession of the key. The Lessee is responsible for ensuring that the building is secured and that the key is returned promptly to the Municipal office after the event.
6. The Lessee shall sign the contract and provide payment at least one week before the scheduled event or may forfeit their reservation.
7. If food is to be provided at this event a "Special Events Food Vendor Application" will be required to be completed in full and forwarded to the Board of Health at least 10 days prior to the event. Details are on the application. It is the Lessee's responsibility to follow all Board of Health regulations.
8. This rental agreement will include the use of the hall and kitchen and all fixtures and chattels. Excepting those items labelled as belonging to private organizations, all EQUIPMENT in the kitchen is included in this agreement.
9. Water for drinking/cooking purposes, and disposable beverage (beer) glasses shall be provided by the Townships. **All other consumables must be provided by the Lessee.**
10. The Lessee agrees to not allow any person to consume alcoholic beverages on the premises unless in possession of acceptable identification. A copy of the license to sell alcohol must be posted in a conspicuous place prior to serving any alcohol.
11. It is the Lessee's responsibility to supervise and police the function to avoid any infractions of the *Liquor Licence Act* and Regulations of Ontario and all conditions of this rental contract and all municipal policies.
12. The Lessee is responsible to ensure that there is no drinking outside the hall.
13. For safety reasons - no beer (or other) bottles are allowed outside the bar area.

14. The facility must be cleaned (dishes washed and put away, decorations down, tables cleaned, garbage in bags, etc.) and all personal material removed within 12 hours of the end of the event, unless other arrangements have been made previously with the Administration staff.
15. Special arrangements may be made to access the hall prior to your event to arrange for decorating or set-up. **Please speak with Administration staff prior to the event.**
16. The Township assumes no responsibility for items left in the Hall prior to or after the event.
17. The Lessee is responsible for knowing and enforcing the occupancy limits of the building and ensuring that fire exits are clear at all times. (These items are posted in the hall. If in doubt speak to Admin staff.)
18. If the rental is for an occasion where a Special Occasion Permit is required, the Lessee will provide proof of liability insurance prior to opening.
19. The Municipality may require the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars. This insurance will be carried for the rental period and will have the Municipality shown as an additional Insured to the policy.
20. As part of the consideration for the Municipality renting the above-noted facilities to me/us, I, on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless the Municipality from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, losses, damage or injury arising by reason of my/our use of the rented facilities.

THE LESSEE HEREBY AGREES TO RENT THE FACILITY AS INDICATED ABOVE FROM THE TOWNSHIP ON THE DATE AND AT THE RATE AS SHOWN AND ACKNOWLEDGES THE ABOVE CONDITIONS.

SIGNATURE OF LESSEE: _____ SIGNATURE OF MUNICIPAL REP _____

Additional Information, Conditions or Agreements.
