

**TOWN OF GORE BAY
P.O. BOX 590
GORE BAY ON POP 1H0
705-282-2420**

COMMUNITY HALL RENTAL AGREEMENT

Dated this _____ day of _____, 20____.

BETWEEN:

The Corporation of the Town of Gore Bay <the Lessor> hereinafter referred to as the "Town"

AND

_____ The Lessee

_____ Address

_____ Email Address

THE PARTIES DO HEREBY COVENANT AND AGREE:

A. THE PARTY OF THE FIRST PART (LESSOR) ACKNOWLEDGES AND AGREES:

1. To rent the premises of the Gore Bay Community Hall or parts thereof, to the Lessor for the purpose of:

Date: _____ between the hours of _____ and _____ or as otherwise stipulated on the Lessee's Special Occasions Permit.

B. THE PARTY OF THE SECOND PART (LESSEE) ACKNOWLEDGES AND AGREES:

1. That the Town staff is in charge of the building and that their authority MUST be respected.
2. That materials of any kind are not to be affixed to the rented property or any other parts of the said property unless affixed with MOUNTING PUTTY ONLY. Everything that is mounted must be removed prior to vacating the property.
3. To indemnify and save harmless, the Town and its agents from any claim for damage arising out of or in consequence of the said rental dates and times granted by this agreement.

4. To undertake the responsibility and liability for any damage occasioned by any person or persons attending the function.
5. That all structural and other display work done by the lessee will be subject to the approval of the Town.
6. That the Town and its agents shall not be liable for any loss of or damage to the Lessee's property and the lessee releases the Town and its agents from any and all claims thereof.
7. Assume full responsibility for property damage including but not limited to breakage of tables, chairs, kitchen plates, glasses, cups and equipment.
8. That the Lessee is responsible for the washing and cleaning of all kitchen facilities used by the lessee for the above mentioned function. Kitchen facilities to include the range, utensils, cookware, dishes, cutlery, coffee and or teapots, dish/hand cloths, and other miscellaneous items.
9. Observe all Liquor Control Board, Fire Marshall and Public Health Regulations that apply regulating such events.
10. Should the Lessee wish to cancel this booking, it is understood that the Town be notified within 90 days of the rental date, otherwise the deposit becomes non-refundable.
11. That cancellations on behalf of the Town are at the discretion of the CAO/Clerk;
12. To arrange a meeting with the facility management a minimum of three (3) days prior to the event in order to be familiarized with the facility.
13. To accept full responsibility for the front door and bar keys to the said building(s), which will be returned immediately after the event.
14. That the Lessee will be responsible to ensure that all doors are locked and lights extinguished upon leaving.
15. The Lessee agrees to the following rental costs:

Community Hall	\$ _____
Security Deposit	\$100.00
H.S.T.	\$ _____
Total	\$ _____
Booking Deposit Received	\$75.00 + HST (\$84.75)
Total Left Owing	\$ _____

15. A security deposit is required in the form of a Cheque or Cash in the amount of \$100.00 for all licensed and unlicensed functions. In the event of damages, the costs of repairs and/or replacements shall be determined by the Town and an amount sufficient to compensate for such will be billed to the lessee. If no damages, the security deposit will be refunded to the lessee within 7 (seven) days following the event.

16. A booking deposit of \$75.00 + HST must also be paid upon booking of the community hall prior to the date of the event.

17. The lessee is to indicate below if they require the use of the elevator lift.
YES _____ or NO _____

If yes, you must complete Schedule "A" Elevator/Lift Usage Policy.

18. ATTENTION TO ALL PERMIT HOLDERS RE: COMMUNITY HALL

It is the responsibility of the holder of a permit to observe the rules and regulations as set up by the LLBO, Fire Marshall and Hall Management:

- a) Not to serve liquor to any person under the age of 19 years
- b) Not to admit in excess of the maximum allowable number of persons
 - i. Gore Bay Community Hall **171 persons**
- c) To serve adequate food.
- d) To maintain order, as permit holder is liable for damages to equipment and building.
- e) Under the Liquor License Act, tables are to be clear of all empties, glasses, etc. half an hour after closing of bar.
- f) To close the bar as per permit.
- g) To make sure Hall equipment of any nature is not removed from premises.
- h) No throwing of confetti in Hall or on premises.
- i) No open candles
- j) Do not block exits at any time with any type of obstruction.
- k) To abide by the terms and conditions of the Municipal Alcohol Policy, copy attached.

19. That the person/persons renting the Hall agree to comply with all terms and conditions listed in this contract when renting the premises for an unlicensed dance.

Lessee

Municipal Representative

Date

Date