

**THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN**  
**RENTAL OF HALL FACILITIES**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN**  
herein after called the **"Township"**

-and-

\_\_\_\_\_  
hereinafter called the **"Applicant"**

Whereas the Applicant is desirous of renting premises owned by the Township on the \_\_\_\_\_ day of \_\_\_\_\_, (year) \_\_\_\_\_ for the purpose of a \_\_\_\_\_.

And Whereas it is necessary and desirous to establish certain guidelines and rules for the purpose of the rental of the aforesaid premises.

Now therefore this agreement witness that in consideration of the mutual terms and covenants hereinafter contained the parties hereto agree as follows:

1. The Township hereby agrees to rent to the applicant premises owned by the Township from \_\_\_\_\_ am/pm on the \_\_\_\_\_ (date) \_\_\_\_\_ (year) until \_\_\_\_\_ am/pm on the \_\_\_\_\_ (date) \_\_\_\_\_ (year).
  
2. A) A flat rate to be determined and updated from time to time by resolution will be allowed for certain functions if requested at least one month prior to the event. Approval, in writing, must be presented to the Town Office at time of booking; otherwise fill rates will apply.

- B) Full payment must be made at time of booking.
- C) Persons or organizations desiring to cancel must do so at least one month prior to date after which a penalty will apply, which will be established and updated from time to time by resolution of council.
3. The Applicant undertakes and agrees to use the premises for the purpose of a \_\_\_\_\_ and for no other purpose.
4. A) The Applicant hereby undertakes and agrees to comply with all necessary requirements under the Liquor Licence Act, all amendments thereto, all regulations thereunder and the Municipal Alcohol Policy.
- B) The Applicant is responsible for obtaining his/her own Special Occasion Permit.
- C) The Municipality understands that \_\_\_\_\_ is of legal age and will be the Manager for purpose of the function and the Manager hereby undertakes and agrees to be responsible for compliance of all requirements under the Liquor Licence and to be responsible for compliance of any other rules as stated herein.
- D) In the event of any breach or infringement of the requirements of the Liquor Licence Act or regulations thereunder the Applicant shall forthwith close any bar on the premises.
- E) Intoxicating beverages shall not be permitted in the Hall at any time, except under L.C.B.O. regulations.
- F) In the event of any breach or infringement of the requirements of the Liquor Licence Act or regulations thereunder the Applicant shall forthwith close any bar on premises.
5. The applicant shall allow any agents of the Township to access to the Premises during the function for the purpose of inspection and ensuring that all regulations hereunder are complied with.
6. The applicant agrees that the premises have been inspected and the applicant hereby accepts the premises as being in proper condition and hereby undertakes to indemnify and save harmless the Township from any and all claims for damage whatsoever arising out of the applicant's use of the premises during the function. Building shall be left in the same

condition as received.

7. The Applicant hereby saves harmless and completely indemnifies the Township for any liability whatsoever arising as a result of the Applicant's rental of these Township facilities and use of the said facilities by the applicant and Applicant must show proof of Liability Insurance (P.A.L.).
8. The applicant agrees to provide such security as may be required to control the event being undertaken by the Applicant using the facilities rented from the Township and Applicant shall be solely responsible to determine what security shall be required.
9. The Applicant is strongly urged by the Township to obtain his/her own liability insurance covering the activities of the Applicant while using the facilities rented from the Township.
10. The use of any additional equipment, not supplied by the Hall, shall be subject to approval of Town Council.
11. No Confetti or Rice shall be allowed inside the Hall and special permission must be secured for any decorations to be placed in the Hall.
12. The Hall shall be vacated by 2:00a.m. except by special permission. All personal items must be removed. (i.e. Liquor, empty bottles, food, etc.)
13. Authorized personnel shall forward rebate after final inspection of the Hall.
14. The Applicant hereby acknowledges receipt of a copy of the contract and agrees to abide by all the conditions contained therein.
15. Applicant is responsible for decisions regarding a "smoking/non-smoking" policy during the event.