



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

P. O. Box 177 – Matachewan, ON P0K 1M0

RENTAL OF HALL FACILITIES

THIS AGREEMENT MADE THIS _____ DAY OF _____, 20_____

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN
herein after called the “Township”

-and-

herein after called the “Applicant”

WHEREAS the Applicant hereby applies to rent premises owned by the Township commencing on the _____ day of _____, 20____ and ending on the _____ day of _____, 20____ for the purpose of a(n) _____ and for no other purpose.

AND WHEREAS it is necessary to establish certain guidelines and rules for the purpose of the rental of the premises.

NOW THEREFORE this agreement witnesses that in consideration of the mutual terms and covenants hereinafter contained, the parties hereto agree as follows:

1. a) A flat rate may be determined and adjusted accordingly from time to time by resolution of Council for certain functions if request is at least one month prior to the event. Approval, in writing, must be present at the Town Office at the time of booking; otherwise full rates will apply.
- b) Full payment must be made at the time of booking.

- c) Persons or organizations desiring to cancel the event must do so at least one month prior to the date set. After which a penalty of 50% of the rental fee will apply, which will be established and updated from time to time by resolution of Council.
2.
 - a) The Township understands that applicant is of the age of majority and hereby undertakes and agrees to comply with all necessary requirements under the Liquor License Act.
 - b) The Applicant is responsible for obtaining his/her own Special Occasion Permit (located at the LCBO).
 - c) In the event of any breach or infringement of the requirements of the Liquor License Act or any other regulation thereunder the Applicant shall forthwith close any bar on the premises.
 - d) Intoxicating beverages shall not be permitted in the Recreation Hall at any time, except under Liquor Control Board of Ontario (L.C.B.O.) regulations.
3. The applicant shall allow any agents of the Township to access to the premises during the function for the purpose of inspection and to ensure that all regulations have been complied with.
4. 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. The Recreation Hall shall be left in the same condition as received.
5. 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 facilities and use of the said facilities by the Applicant. The Applicant must show and provide Proof of Liability (P.A.L.) Insurance.
6. The Applicant agrees to provide such security as may be required to control the event and shall be solely responsible to determine the level of security required.

7. The Applicant must also show and provide their own liability (RIDER) insurance covering the activities of the Applicant while using the facilities rented from the Township.
8. The use of any additional equipment, not supplied by the Recreation Hall, shall be subject to the approval of the Township's administration.
9. No Confetti or Rice shall be allowed inside the Recreation Hall and special permission must be secured for any decorations to be placed in the Recreation Hall.
10. The Recreation Hall shall be vacated by 2:00 a.m. except by special permission. All personal items must be removed. (i.e. liquor, empty bottles, food, etc.)
11. Authorized personnel shall inspect the Recreation Hall.
12. The Applicant hereby acknowledges receipt of a copy of the contract and agrees to abide by all the conditions contained herein.
13. As per the Tobacco Control Act, the Recreation Hall is hereby declared to be a non-smoking facility.

RATES AND GENERAL INFORMATION

SEATING CAPACITY

Main Floor Southeast Section	158
Main Floor Northwest Section	42

FUNCTION/EVENT	RESIDENTS \$	NON-RESIDENTS \$
Funerals	0	250.00
Dances, Weddings, Other Functions	250.00	300.00
Service Clubs and/or Charitable Function	30% discount	15% discount
Blue Room Only	75.00	100.00
Kitchen Only	100.00	125.00
Hall Only	150.00	200.00
Cleaning Deposit	75.00	75.00

*Please Note: Service Clubs and/or Charities may apply to the Township for special consideration regarding fees if the proposed event is free of charge and open to all members of the general public.

APPLICATION FOR RENTAL OF RECREATION HALL

Date: _____, 20____ Name: _____

Address: _____ Telephone: (____) ____-_____

Purpose: _____

Liquor License Number: _____

Extras Required/Special Consideration (please specify):

Rental Rate: _____

+ Cleaning Fee: \$75.00

Total Rental Cost: _____

I HAVE READ AND UNDERSTAND THE TERMS OF THE TOWNSHIP OF MATACHEWAN RENTAL OF HALL FACILITIES AGREEMENT AND I AGREE TO THE TERMS.

APPLICANT'S SIGNATURE

AUTHORIZED SIGNATURE

_____, 20____

_____, 20____

DATE

DATE

FOR OFFICE USE ONLY

DATE: _____, 20____

CLEANING/SECURITY DEPOSIT: \$ _____

LESS CLEANING/DAMAGE: \$ _____

TOTAL REBATE: \$ _____

NOTES: _____

RECREATION HALL KEY AGREEMENT

I, _____, comply
Name and/or Organization

with the Rules and Regulations of the Recreation Hall Agreement and hereby agree to the following in respect to the Recreation Hall Key dated this _____ day of _____, 20_____

- The key shall not be lent out to anyone at any time;
- The key shall not be duplicated;
- The Recreation Hall shall be locked at all times upon leaving the site;
- Once the event/ceremony has concluded, the key will be returned to the Municipal Office within three (3) business days.

If one is found to have ignored one of the regulations, privileges of the above _____ will be stripped of further Recreation Hall usage for one (1) Year.

(Please Print)

Witness (Please Print)

Signature

Signature