



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

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

RENTAL OF RECREATION 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 "Renter"

WHEREAS the Renter 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 the request is at least one month prior to the event. Approval, in writing, must be presented 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.

2.
 - a) The Township understands that Renter is of the age of majority and hereby undertakes and agrees to comply with all necessary requirements under the Liquor License Act.
 - b) The Renter 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 Renter shall forth 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 Renter shall allow any agents of the Township access to the premises during the function for the purpose of inspection and to ensure that all regulations have been complied with.
4. The Renter agrees that the premises have been inspected and the Renter hereby accepts the premises as being in proper condition. The Renter acknowledges that the Recreation Hall shall be left in the same condition as received.
5. The Renter will indemnify and save harmless the Recreation Hall/Township of Matachewan from and against any and all action, claims demands, suits, proceedings, damages, costs (including without restrictions, legal costs, on a solicitor and his own client full indemnity basis) and expenses what so ever may be brought, made or incurred, by or against the Recreation Hall/Township of Matachewan by reason of arising out of, or in any way related to the use of the facility or license area by the Renter, it's agents, employees, invites or contractors.
6. The Renter is required to obtain **Party Alcohol Liability (P.A.L) insurance**. The Renter must provide the Township of Matachewan with proof of (P.A.L) Insurance.
7. The Renter 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.

8. The Renter must also show and provide their own liability (RIDER) insurance covering the activities of the Renter while using the facilities rented from the Township of Matachewan.
9. The use of any additional equipment, not supplied by the Recreation Hall, shall be subject to the approval of the Township of Matachewan's administration. Any equipment needed for the purpose of decorating the Recreation Hall or other shall be the sole responsibility of the Renter.
10. No confetti or rice shall be allowed inside or outside the Recreation Hall and special permission must be secured for any decorations to be placed in the Recreation Hall.
11. 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.)
12. Authorized personnel of the Township of Matachewan shall inspect the Recreation Hall. If it is deemed that there is any damage to the facility or excessive cleaning required the damage/security deposit shall not be refunded to the Renter. The Renter acknowledges that he/she will be invoiced for additional costs should there be such damage.
13. The Renter agrees that the key to the Recreation Hall shall not be lent out to anyone at any time, nor shall the key be duplicated.
14. The Recreation Hall shall be locked at all times upon leaving the site unattended.
15. Once the event/ceremony has concluded, the key will be returned to the Municipal Office within two (2) business days.
16. As per the Tobacco Control Act, the Recreation Hall is hereby declared to be a non-smoking facility.
17. The Renter hereby acknowledges receipt of a copy of the contract and agrees to abide by all the conditions contained herein.

RATES AND GENERAL INFORMATION

SEATING CAPACITY

Main Floor Southeast Section	158
Main Floor Northwest Section	42

Function/Event	Residents \$	Non-residents \$
Funerals	As per Resolution 05-214 (No charge)	250.00+HST
Dances, Weddings, Other Functions	250.00+HST	300.00+HST
Service Clubs and/or Charitable Functions	30% discount	15% discount
Non-Refundable Maintenance/Cleaning Fee	100.00+HST	100.00+HST
Refundable Damage/Security Deposit	100.00+HST	100.00+HST

*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.

*Residents celebrating 80+ birthdays or 50+ wedding anniversaries may apply in writing to the municipality for special consideration regarding fees.

AGREEMENT FOR RENTAL OF MUNICIPAL FACILITIES

Date: _____, 20__ Name: _____

Address: _____ Telephone: (____)____-_____

Purpose: _____

of individuals attending event _____

will minors under the age of 19 be in attendance? _____

will any portion of event take place outdoors? _____
(If yes a **Special Occasion Permit** is required.)

Liquor License Number: _____

Extra Required/Special Consideration (please specify):

Rental Rate: \$ _____
+ Maintenance/Cleaning Fee \$100.00+HST

Total Rental Cost: \$ _____

+ Refundable damage/security deposit: \$100.00+HST

FOR OFFICE USE ONLY DATE: _____, 20__

LESS DAMAGE DEPOSIT: \$ _____

TOTAL REBATE \$ _____

NOTES: _____

THE RENTER WILL, AT ALL TIMES, OBEY ALL LAWS, BY-LAWS, REGULATIONS AND POLICIES OF THE LOCAL AUTHORITIES WITHIN WHICH THE FACILITY IS LOCATED, AS THEY MAY EXIST FROM TIME TO TIME.

I, _____, the
Renter's name and Organization
undersigned have read and agree to be bound by this contract and the terms and conditions for the rental of the Township of Matachewan Recreation Hall as attached hereto. If the Renter is acting on behalf of a group or organization, the undersigned Renter hereby warrants and represents that he/she executes this contract on behalf of the group or organization and has sufficient power, authority and capacity to bind the group or organization with his/her signature.

Agreement dated this _____ day of _____, 20____.

If anyone is found to have ignore any of the regulations, privileges of the above, _____ may be stripped of Recreation Hall and other Municipal Facility usage indefinitely.

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

(Please Print) Renter

(Please Print) Witness

Signature

Signature

_____, 20____
Date

_____, 20____
Date

Summary/Check List

Rental Fee \$_____ to be paid in full at time of booking

Maintenance/Cleaning Fee

Refundable Damage/Security Deposit.

Copy of P.A.L. insurance

Liquor permit

Events Calendar update