



Community Hall Rental Agreement

Between the Township of North Frontenac and the Applicant(s)

Applicant Name (individual/organization): _____

Contact Name: _____

Address: _____ Postal Code _____

Phone #: _____

Hall to be rented: _____

Purpose of Rental: _____

Date of Use: _____ Time: _____ - _____

Rental Fee \$ _____
(see Fees & Charges By-law)

Security Deposit \$ _____
(Liquor Events – Mandatory)

Liquor License Approval # (if applicable): _____
(Any event on Municipal property where liquor is served shall have a Special Occasion Permit and appropriate Insurance.)

Name of Insurance Company: _____

Policy #: _____ Phone #: _____

Number of people expected: _____

I/We have read and understand the rules and regulations attached pertaining to the rental of the above noted Community Hall, and I/We agree to abide by them. I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damages arising from our occupancy.

Signature: _____

Print Name: _____

Date: _____

Approved by the Township of North Frontenac Representative – Appointed by Council:

Signature: _____

Print Name: _____

Date: _____

Submit the following items to the Individual from Hall Committee who you reserved the booking with:

- Completed Community Hall Rental Agreement
- Certificate of Insurance and Special Occasion Permit (for alcohol events)
- Food Handlers Certificate (for events with food)
- Payment

Keys for the Halls can be picked up from the Individual from the Hall Committee or Township Office



Community Hall Rental Rules and Regulations

1. The Hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. Keys for the Halls can be picked up from the Individual from the Hall Committee or Township Office – and shall be returned the following day.
3. The Applicant will be responsible for setting up the Hall.
4. The Applicant will clean the Hall at the conclusion of the event. This list of expected clean-up is posted at the Hall.
5. All garbage and recyclables are to be removed from the Hall by the Applicant.
6. No Unauthorized alcohol shall be permitted in the Hall.
7. Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the Special Occasion Permit shall be provided to the Township Representative when the application is submitted. The Permit must be posted in a conspicuous place in the Hall during the Event. Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided to the Township Representative when the application is submitted.
8. Exit doors shall remain unblocked at all times.
9. No exposed candles may be used.
10. Use of confetti inside the Hall is prohibited.
11. The Lessee agrees that use of the Hall beyond the period states on the Application (i.e. next morning clean up) may result in an additional charge to the Lessee.
12. The Township of North Frontenac accepts no responsibility for any items left in the Hall by the Lessee, organization member or function attendees.
13. It is understood that the Lessee shall indemnify and hold the Township harmless from and against all claims or demands with respect to the use of the Hall. The Township of North Frontenac is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
14. Private functions are responsible for their own coffee, tea, etc.
15. As per the Township of North Frontenac's Smoking By-law, no person shall smoke or vape within a Community Recreational Facility or within 20 metre radius surrounding any entrance or exit of the Community Recreational Facility. It is the responsibility of the person(s) renting the hall to ensure compliance with this By-law.
16. No unauthorized/unlicensed gaming is permitted in the Hall. For further information please contact the Clerk's Department at 613-479-2231.
17. All users of the facility using the kitchen for food preparation shall have at least one certified food handler or supervisor on site during all hours of operation (when food is being prepared, served and during clean up) who has successfully completed the an approved safe food handling course. Proof of a valid certificate shall be submitted with the Community Hall Rental Agreement to the Township Representative taking the booking (per O. Reg 493/17).

18. Per By-Law #21-21 a Refreshment Vehicle located at a Township owned Community Hall or other Township Property which has been rented by an individual and approved by the Manager of Community Development (MCD) (in consultation with the CAO) for a Special Event lasting less than 72 hours, subject to an Agreement signed by both Parties, to ensure applicable documentation is provided, may be permitted.



Community Hall Rules of Etiquette

The Community Hall is owned and operated by the Township of North Frontenac and has been developed to ensure long term enjoyment for all Township and area residents.

The Hall Rental Policy – Rules and Regulations apply to all individuals.

We ask that you please review this checklist following usage of the Community Centre to ensure all rules and regulations have been complied with. At the termination of the applicants use. The area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

- Floors have been swept.
- Kitchen is clean, tidy and in proper order.
- Dishes, pots, coffee pot and appliances are clean and returned to their original location.
- All running water has been shut off (including the washrooms).
- All garbage and recyclables are picked up and removed from the Community Centre by users.
- Tables and chairs (if used) must be cleaned, stacked and returned to their original location.
- Decorations have been removed without any mark or damage to the Community Centre.
- Bathrooms are cleaned and in proper order.
- All lights are shut off (including bathroom lights).
- All fans have been shut off (if used).
- All doors and windows have been closed and the Community Centre has been properly secured.
- Heat turned down to **18°** Celsius OR air conditioner turned to **20°** Celsius
- Please clean and return dish towels.