



**CORPORATION OF THE
TOWNSHIP OF DAWN-EUPHEMIA**

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**Dawn-Euphemia Community Centre
Rental Agreement**

Applicant's Name: _____ Date: _____

Address: _____ City: _____ Postal Code: _____

Phone Numbers – Main: _____ Other: _____

E-mail Address: _____

L. L. B. O. Licensed Event? YES _____ NO _____

Type of Event: _____ Date of Event: _____

Time of Event: _____ Set-up time (if needed): _____ # of People: _____

Rooms Required: _____ Basic Cost: _____

1. _____

2. _____

Other Requirements: _____

TOTAL _____

Advance Deposit: _____ Date Required: _____ Date Received: _____

Final Payment: _____ Due: _____ Received: _____

Security Deposit: _____ Due: _____ Received: _____

Insurance Required: _____ Due: _____ Received: _____

Special Occasion Permit _____ Due: _____ Received: _____

Municipal Alcohol Policy Check List: Due: _____ Received: _____

As part of the consideration for the Township renting the above noted facilities to me/us, I, on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless, the Township from and against all claims and proceedings, by whomsoever made or brought, in respect of any costs, losses, damages or injury arising by reason of my/our use of the rented facilities.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Applicant

Date

Township Representative

Date

TOWNSHIP OF DAWN-EUPHEMIA
Dawn-Euphemia Community Centre
Rental Agreement – Terms and Conditions

This rental agreement is not transferable or assignable. The Municipality reserves the right, entirely at its discretion, to accept or reject any application for use of the facility.

RESERVATIONS

All bookings secured contractually. **NO RESERVATION CONFIRMED UNTIL A DEPOSIT IS RECEIVED.** A deposit of 50% of the rental fee paid at the time of the booking. Balance in full and security deposit will be due two weeks prior to the date of the event. The security deposit to be returned once the building caretaker has inspected the facilities for damages and deems that no withholding is required. Any loss or damage to the Municipality facilities/grounds will be subtracted from the security deposit. Additional billing for excess damage or cleaning may occur. Caretaker would like to have the floor plan for your event at least two weeks prior to the event. Applicants booking the facility will only have access to the facility during the times specified. Hourly rentals will have access to the facility 15 minutes prior to the rental (if available), and must vacate the facility no later than 15 minutes after the rental period.

REFUNDS: This deposit is non-refundable if the booking is cancelled less than 30 working days in advance of the rental date. Requests for refunds must be made in person or in writing.

EVENTS WHERE A SPECIAL OCCASION PERMIT IS REQUIRED

This hall is licensed for alcoholic beverages and the applicant must procure a “Special Occasion Permit” or “No Sale License”, before taking same into the premises. Maximum capacity is 270 guests (Hall & Meeting Room combined).

Permit to be posted near the bar on the premises for which permit is issued. The sale and/or consumption of liquor are strictly forbidden without posted proof of a Liquor License Board of Ontario (L.L.B.O.) Special Occasions Permit. Any L.L.B.O. licensed event must not be advertised without the expressed written consent of the L.L.B.O. Rules of the Liquor Board of Ontario must be obeyed. The applicant is responsible for obtaining, providing and removing all liquor equipment and supplies necessary for the sale and consumption of liquor.

Music must stop and Bar must close by 1:00 am. All signs of alcohol shall be removed by 1:45 a.m. All visitors must be out of the building by 2:00 a.m. Homemade wine can only be served at religious events.

No minors shall be served liquor.

The applicant shall be responsible for the conduct and supervision of all persons admitted to the premises or grounds, and shall see that all regulations contained in this permit are strictly observed. The applicant is responsible to ensure that all participants at the events leave the premises or grounds in a quick and quiet manner so as to minimize annoyances to nearby residents.

All exits and hallways must be kept free of obstructions at all times. No gaming events are allowed without a provincial license. Cost of security, if needed, will be borne by the applicant.

INSURANCE

An applicant who is using Municipal facilities can either (1) Obtain insurance through the Township’s Insurance provider, Intact Insurance. Please inquire for rates; or (2) At his/her own expense provide and maintain General Public Liability and Property Damage Insurance with a reputable insurance company authorized to transact business in Ontario for personal injury, death or property damage occurring on or in or to or about Municipal facilities resulting in any manner whatsoever from the performance of this agreement. Such insurance shall be for limits of liability not less than two million dollars (\$2,000,000.00).

This insurance shall have the Municipality named as Additional Insured including Gross Liability to the policy.

For NON-LIQUOR events such as family reunions, anniversary and birthday, family Christmas and funeral receptions, the Township will accept a signed declaration that the person responsible has homeowners or tenant’s package policy that includes liability. Proof of Insurance required 2 weeks prior to the event. **FAILURE TO PROVIDE PROOF OF INSURANCE WILL RESULT IN AUTOMATIC CANCELLATION OF THE RENTAL AGREEMENT.**

CLEAN-UP

The Applicant is responsible for leaving the premises in the general conditions of cleanliness and repair to which it was found. Specifically, all refuse to be put in containers and kitchen and bar area left clean. Tables and chairs will be put away by caretaker. Caretaker can be made available for your event at an extra charge. No confetti allowed. Applicant to be responsible for the caterer of the event

All decorations must be approved by the Township Representative. Installation and removal of decorations is the responsibility of the applicant.

The Municipality does not assume any responsibility for any accidents or injury sustained by participants in any program in the buildings or grounds so designated or for the loss of personal or organizations effects stored or left in buildings or grounds.

There are signs posted requesting individuals to go outside to smoke.

Please read contract carefully and advise of any changes immediately. Comments welcome.