



AGREEMENT AND CONDITIONS OF RENTAL

Facility: _____

BETWEEN

Name of Renter: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Fee: _____ HST: _____ Total: _____

Rental Date: _____

AND The Corporation of the Township of Billings PO Box 34, Kagawong ON POP 1JO

Terms and Conditions

The following conditions relating to the Renter's use of the premises, equipment and furniture are an integral part of this agreement intended for both parties' mutual benefit.

ASSIGNMENTS:

The Renter shall not assign this agreement or sublet to any other party.

TERMS OF PAYMENT:

Payment of the fee in full and the applicable H.S.T. is required upon completion of this contract. In addition, a \$100.00 Damage Deposit and \$25.00 Key deposit is also required at this time.

These fees, less \$50.00 administration fee will be returned to the Renter if the rental is cancelled within two weeks of the event or rescheduled.

COMPLIANCE WITH LAWS:

The Renter shall comply with all health, sanitation and safety laws, by-laws or regulations, requirements and directions of any federal, provincial or municipal or other agency having jurisdiction over any matter relating to this rental.

AFFIXING ARTICLES OR ITEMS:

No article or item shall be glued, stapled, taped, nailed, wired or otherwise attached or fastened to interior or exterior of the building without prior authorization of the Lessor.

CONFETTI:

Confetti, glitter, rice or similar materials are prohibited inside or on the grounds of the rented premises. A violation will result in forfeiture of the Damage Deposit.

FIRE PREVENTION:

Observances of all fire regulations including the use of ash trays and clear access to exits shall be adhered to at all times.

LOST OR DAMAGED ITEMS:

The Lessor shall not be liable for any lost, stolen or damaged belongings of the Renter, his guests, agents or suppliers.

PERSONAL PROPERTY:

All personal effect or object shall be removed immediately following the specified ending time, personal property left on the premises will be subject to a storage charge of \$20.00, deductible from the Damage Deposit.

RENTALS:

Tables, chairs, glassware, dishes if required and present, are included with respect to the terms of this agreement. Nothing may be removed from the premises.

VACATING THE PREMISES:

Use of the premises shall cease by the agreed upon time and the premises shall be vacated for maintenance service. The Renter shall be billed \$20.00 per hour or any part thereof for any infringement.

RIGHT OF ACCESS:

The Lessor’s employees, directors or elected officials shall have the right to enter the premises at any time.

SECURITY:

It is the responsibility of the Renter to supply adequate security for events open to the public.

SPECIAL OCCASION PERMITS:

All laws pertaining to serving and consuming alcoholic beverages shall be fully adhered to. The Hall copy of the Special Occasions Permit shall be delivered to the Hall Management two weeks prior to the Rental date. The group size as specified on the Permit shall be consistent with the number of guests allowed on the premises.

BAR CLOSING:

The bar will close at the time stated on the Special Occasion Permit.

INSURANCE:

For privately organized public events and any events held under the authority of a special occasions permit (SOP), the Renter shall provide the township with a certificate of insurance naming the Corporation of the Township of Billings as an additional insured, in the amount of \$2,000,000, at least 14 days prior to the event.

CATASTROPHE:

The Lessor shall not be held liable for failure to perform its obligations under this agreement if such failure is caused by fire, wind, water, explosion, snow, ice, act of vandalism, war, riot or energy-related closing or any declared emergency.

INDEMNITY:

The Renter agrees to indemnify and hold the Lessor harmless from and against all costs, liability, loss and expenses which arise through usage by Renter including any incidental, indirect, special or consequential damage or any loss of use, revenue or profit of renter arising out of or in any way related to this agreement and conditions of rental.

I have read and agree with the terms herein:

Signature of Lessor

Agent for the Lessor

Date

Receipt Number

Park Centre Booking Information Sheet

Thank you for booking our Park Centre. We appreciate your cooperation with the terms outlined below. It allows all renters of the Park Centre to enjoy the space for future use.

IMPORTANT ITEMS TO REMEMBER PRIOR TO EVENT:

- 1) Hall rental fee must be paid in full upon signing of agreement.
- 2) A damage/key return deposit of \$125 must be left when picking up the key at the Township Office. This amount has to be separate from the rental fee. After the event, if no damage is noted and key is returned the deposit will be returned in full.
- 3) When you first enter the upstairs, you may notice a propane odor from the stove pilot light. Switch on the fan on the hood above and it will disappear. Do NOT turn off the propane tank valve.
- 4) Your rental is only for the day and time booked. The only way to guarantee use the day before the event is to book and pay for it. If you enter the day before your booking, you may find another event in progress or the facility not yet cleaned.

IMPORTANT ITEMS TO NOTE AND ENSURE ARE COMPLETE AFTER THE EVENT:

- 1) Items left after an event are removed if they interfere with another booked event.
- 2) When leaving the building in condition to reclaim your damage deposit:

	TO BE DONE AT END OF EVENT	CHECKLIST
1	return tables and chairs to position found in, including returning to Upper/ Lower level	
2	turn off lights	
3	latch windows and lock doors	
4	turn off coffee pots and electric stove	
5	remove all decorations and tape	
6	wash the dishes	
7	wipe off counters	
8	ensure kitchen is clean	
9	sweep floors in kitchen and hall and if any spillage occurred, please mop	
10	leave used dishtowels and dishcloths spread over counters to avoid mildew	
11	sort, bag and tie garbage and recyclables (in clear bags) from ALL waste bins including kitchen and bathrooms and leave in upstairs kitchen – SORTING & RECYCLING ARE MANDATORY	
12	remove ALL food and beverages. The Health Unit expressly forbids opened food (even pickles) to be left in refrigerators, and routinely inspects the refrigerators.	

- 3) Please drop off your key in the mail slot of the east door of the Township Office.

Park Centre Information for Banquets & Weddings

Capacity of upper level: 150 persons for stand-up reception, 85 for sit-down dinner

Capacity of lower level: 85 for stand-up reception, 45 for sit-down dinner

Liquor license does not separate upper and lower, allows 130 people. To serve liquor, including wine/beer only you must obtain a license from LCBO and Alcohol Liability insurance through your own insurer.

UPPER KITCHEN: Stoves 2, Refrigerators 2, single and double sinks, Commercial dishwasher. A small server kitchen with serving passthrough and direct access to outside walkway from parking

LOWER KITCHEN: Stove 1, Refrigerator: one home-type, one double sink, large expanse of counter top. Very large kitchen with serving pass-through

TABLES/CHAIRS: If you have rented both levels, and move tables or chairs to another level, move them back.

UPPER

Tables: 6 ft collapsible legs, 30 in width	14
Tables: 6 ft fold in half, 30 in width	16
Tables: Square 30-inch	1
Chairs: Wooden, stackable	93
Mugs, dessert plates, some serving plates, pitchers, glasses	30

LOWER

Tables: 6 ft collapsible legs, 30 in width	3
Tables: 8 ft fold in half, 30 in width	1
Tables: Square 30-inch collapsible legs	11
Tables: 30-inch round	3
Chairs: padded	53
Dinner plates, salad plates, dessert bowls, knives, forks, spoons, mugs, serving plates/ bowls, small gravy boats, cooking/serving utensils	150

STAGE WILL BE SET UP ON REQUEST Upper level only
Sound system, liquor dispensers also available on request.