

BELMORE COMMUNITY CENTRE
RENTAL AGREEMENT

LESSEE/RENTER

Name: _____

Address: _____

Contact Person: _____

Phone # _____ Email _____

EVENT

Description: _____

Date: _____

Start Time: _____

End Time: _____

Expected Number of People Attending Event: _____

Licensed Event: Yes or No

Bar: Cash or No Sale

RENTALS REQUIRED

- Lounge/former Library
- Small Hall
- Hall/Auditorium
- Arena Floor/Ice Surface
- Full Kitchen Partial Kitchen
- Handicap washroom required
- Pub Tables 1-5 Pub Table Linens 1-5 Chair Linens 300
- Round Tables(60 inches) 1-8

CATERER

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Arrival Time: _____

In the case of contracting "Outside Catering" the rental party is assuming the risk and responsibility that the "Caterer" is fully insured inclusive of "Safe Food Handling" certification.

Please indicate Caterer's kitchen requirements. (i.e. stove/oven/dishes/cutlery/dishwasher).

Fees will be charged accordingly.

RENTAL RATES are on a separate document.

OTHER RENTALS

To guarantee the facility is available the day prior to your event for set up and decorating a fee of \$100 will be charged. The contact person must arrange the set-up times for the event. Please remember that all exits are to be kept free of obstruction at all times. Also, NO ALCOHOL is allowed during set-up.

DOWN PAYMENT of \$325 is required for the facility to be held for you.

If you require "day before decorating" payment will be \$425. Cheque made payable to Belmore Community Centre and mailed to Kim Harris, 20 Inglis Cr., Clifford Ont. N0G 1M0.

All prices in this agreement apply to the calendar year in which it is booked. Any other bookings may change in price as rates are reviewed and set on a regular basis.

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CONDITIONS OF CONTRACT

1. All Alcohol and Gaming Commission/Liquor License Regulations must be implied with when any alcohol beverages are being served. This includes obtaining a SPECIAL OCCASION PERMIT, any advertising with references to serving of liquor and that no minors are served.

2. The Permit Holder must purchase "PARTY ALCOHOL LIABILITY INSURANCE", (PAL), minimum of \$2,000,000.00.

3. The Permit Holder must provide proof/copy of the SPECIAL OCCASION PERMIT and PAL Insurance at least TWO WEEKS PRIOR TO THE EVENT.

4. Alcohol (liquor/beer/wine), ARE NOT to be brought to the Community Centre until the day of the event and ALL empties and unused alcohol removed the night of the event.

5. Only alcohol purchase by the permit may be sold or served on the premises. The BAR must close no later than 1:00 am and all evidence of service and consumption of alcohol shall be removed within 30 minutes after bar closing. The building must be vacated no later than 1:45.

6. **ALL RENTALS**

Renter agrees to pay a Damage and Clean-up Deposit of \$___750.00___ (Cash or Cheque) and is required to be paid two (2) weeks in advance and if all Rules and Regulations are complied with, the deposit will be returned following the event.

7. **STAG & DOE**

Renter agrees to the use of Security and Proof of Security Firm must be supplied with Liquor License and PAL Insurance. A list of suggested Security Firms can be received through Belmore Community Centre.

8. **DECORATIONS**

Renter agrees to

- * **NO DECORATIONS** on any walls, must be self-supporting
- * **NO DECORATIONS** on ceiling of any kind
- * **NO CANDLES** (with flame) are allowed

9. The Belmore Community Centre is not responsible for any items or articles which you bring into the building or leave therein at any time.

10. Renter will be held responsible for any and all damage incurred to the Community Centre property.

11. Normal cleaning time is included with the Rental Fee. Further cleaning time will be charged extra, if required, if undue mess is caused by the Renter.

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12. Renter and/or Caterer is responsible for cleaning of all tables, leave kitchen as it was found. Dishes are NOT to be used outside or removed from the rental facility. Required tables, chairs, etc. are to be left clean. Garbage cans and blue boxes are available to be used as part of clean up as well.

13. The Renter is to comply to the regulations of capacity put forward by the Fire and Insurance Regulations provided to them.

14. The Renter agrees to pay for any and all necessary license fees applicable over and above normal Facility Rental Fees to SOCAN(Society of Composers, Authors, Music Publishers of Canada Ltd.) for use of music, if applicable.

15. Any infractions of any of the above rules may prohibit your chances of renting the Hall or Arena in the future.

16. All Pop, Mix, Ice, Glasses and Tickets will be supplied by the Belmore Community Centre. All Bartenders will be supplied by the Belmore Community Centre and the number of Bartenders will be determined by the size of the function and as required according to the Municipal Alcohol Policy (MAP). All drinks must be served in disposable paper/plastic containers or cans. All bottles will be kept within the bar.

Corkage is payable following the event.

17. The person or group in charge of this event will be made aware of the Township of Howick Municipal Alcohol Policy. A copy of the Municipal Alcohol Policy will be provided with the signed contract for all events involving alcohol. The Lessee/Renter must read and understand this policy and are to the terms and conditions set out in the Municipality Alcohol Policy.

The undersigned hereby agrees to rent the above facility at the above named fees shown on this Contract and in accordance wit the Rules and Regulations stated above. I declare that I have read, understand and shall observe all the Rules and Regulations.

Signature:_____

Date:_____

Amount of Deposit Received: \$_____

Date Received:_____

Received by:_____

