



THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE
COMMUNITY HALL RENTAL AGREEMENT

PICKLE LAKE COMMUNITY HALL RENTAL AGREEMENT

BETWEEN

The Corporation of the Township of Pickle Lake,

AND

ON THIS _____ DAY OF _____, _____.

GENERAL CONDITIONS

This Agreement applies to special events of a non-recurring nature, whether or not they are licensed under the authority of the L.L.B.O.

The Township of Pickle Lake Community Hall Rental Agreement comprises of applicant information, event information, the Regulations and Conditions and Certificate of Applicant. In signing the applicant is aware and has agreed to these charges and conditions.

The Township of Pickle Lake reserves the right to refuse the granting of a Community Hall Rental Agreement to any applicant or organization.

REGULATIONS AND CONDITIONS

1. Contact Township Office at least 1 week prior to your event to discuss equipment and/or special areas required.
2. The Township of Pickle Lake will not be responsible for personal injury, damage or loss/theft of personal property or equipment of applicant or anyone attending the function.
3. L.L.B.O. Regulations must be strictly enforced by the applicant/organization – no persons under 19 years of age is permitted in the Hall when licensed for sale of alcoholic beverages unless otherwise authorized by L.L.B.O. A copy of the Special Occasion Permit must be submitted to the Township of Pickle Lake 2 weeks prior to event.
4. Applicant/organization is responsible for:
 - **Must provide minimum one million dollars public liability insurance for a licensed event. Copy of insurance must be submitted to the Township Office prior to event. If not received prior to the event; your event may be cancelled at the discretion of the Township of Pickle Lake.**
 - **Additional P.A. & stage equipment as required.**
 - **All advertising for the event.**
 - **Set-up before & clean-up after event, unless alternate arrangements have been made with Township Office.**
 - **Obtaining any extra tables and/or chairs.**
 - **Providing police/security for event if needed.**
5. **PLEASE NOTE:** The applicant agrees to remove all garbage, wipe/stack all tables and chairs, and remove any dishes used in meal service, immediately after the event. IF Township's kitchen equipment is used, it is to be washed, dried and returned to allocated places.
6. *If the Hall is not cleaned as specified above, an additional charge will be added to rental.*
7. Personal equipment (instruments, money, etc.) must be removed from the Hall at end of the event unless alternate arrangements have been made with the Town Office.
8. No Hall Rental Agreement will be issued for licensed events until such time as the Township has received copy of the **Special Occasion Permit**. The Township will not be held responsible for events that may have to be cancelled as a result of the applicant failing to obtain the Special Occasion Permit.
9. All alcoholic beverages must be served in plastic containers provided at the permit holder's expense.
10. The applicant/organization is responsible for all damages and/or losses arising from the use of Township property and agrees to reimburse the Municipality for any costs incurred by the Township as a result of such damages and/or losses.

11. The applicant agrees to pay key deposit of **\$50.00 in cash** unless township attendant will be present arranged between applicant and a township representative.
12. The applicant agrees to return keys on the following business day. The **\$50.00 cash deposit** will be returned at this time.
13. Under no circumstances are persons permitted to remove Town equipment (**chairs/tables/kitchen equipment etc.**) from the Hall. If under any circumstance township property or equipment becomes damaged while in the applicants care, a **Damage Report and Investigation Form** is to be completed and filed with the Corporation of the Township of Pickle Lake, forms can be obtained at the township office. Applicant may be held responsible for any payments regarding repairs or replacement to damaged property.
14. Please ensure that all persons attending your function use phone for local calls **only**. Any long distance charges during your rental time will be billed back to you.
15. Please ensure that furnace is left on (in winter months) after events.
16. **CANCELLATIONS: ABSOLUTELY NO REFUNDS.**
An administration charge of **\$35.00 plus HST;** is applicable for rescheduling of a previously booked event.

APPLICANT INFORMATION

Name of Applicant:

Last	First	Middle Initial
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On behalf of,

Company/Organization

Applicant/Company contact information:

(H) Phone	(W) Phone
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Mailing Address: <hr/> <hr/> <hr/>

Club/Organization:

Name/Nature of event:

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Alcohol served: YES / NO

Special Occasion Permit #: _____

Name of applicant on SOP:

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Date(s) of event:

Time(s) of event:

Doors open to public: YES / NO

RATES AND INVOICING

LICENSED EVENT			
Category	Price	Quantity	Total
Residents - 1/2 Day	\$150.00		
Residents - All Day	\$225.00		
Non-Resident - 1/2 Day	\$225.00		
Non-Resident - All Day	\$300.00		
			Total + taxes

UN-LICENSED EVENT			
Category	Price	Quantity	Total
Community Service Groups	\$10.00/hr \$100.00/day		
Residents	\$25.00/hr \$175.00/day		
Non-Resident	\$35.00/hr \$225.00/day		
			Total + taxes

KITCHEN RATES		
Category	Price	Total
Stove	\$40.00	
Dishes	\$30.00	
Coffee Maker	\$10.00	
Stove will be switched on once rental fee is paid	Total + Taxes	

OFFICE USE ONLY

Key Rental: \$ _____/

Cleaning Fee: \$ _____/

Event Fee: \$ _____/

Amount Owed: \$ _____

NOTE: FEES DOUBLE WHEN BOOKED ON STATUTORY HOLIDAYS

Invoice Number: _____/

Receipt Number: _____/

CERTIFICATE OF APPLICANT

I hereby make application for the above indicated accommodation (and/or grounds) and equipment and certify that the above information is correct. I further certify that I have read the Regulations and Conditions and other information on the attached and I agree to conform thereto and to strictly bind thereby and by any other applicable Policies and Regulation of the Township Council and/or LLBO, and by all applicable federal and provincial legislation.

I agree with the fees and estimated charges, and I understand that these amounts may be revised if necessary and that I may be required to pay for additional charges resulting from misuse, breakage and cleaning.

I understand that this rental agreement or eligibility for future rental agreements may be cancelled for failure to comply with the terms and conditions of this rental agreement.

X _____
Name of Applicant (Please Print)

X _____
Applicant Signature

X _____
Name of Township Representative

X _____
Township Representative Signature

Accepted this _____ day of _____, 20____,
by the Corporation of the Township of Pickle Lake.