



OFFICE OF THE CLERK ADMINISTRATOR

## DISTRICT OF PARRY SOUND

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-5019

Fax: (705) 382-2068

Email: [recreation@armourtownship.ca](mailto:recreation@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

## Katrine Community Centre Rental Agreement

Revised: August 2024

A payment of the full rental cost, plus cleaning/damage deposit is required to reserve the hall. In the event you need to cancel the rental, 60 days' notice is required for a full refund.

### RENTAL FEES

Description	2022	2023	2024	2025
Main Hall (Friday to Sunday)	\$175.00	\$180.00	\$190.00	\$195.00
Main Hall (Friday to Sunday) with kitchen	\$290.00	\$300.00	\$310.00	\$315.00
Main Hall (Friday to Sunday) with bar	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Friday to Sunday) with kitchen & bar	\$350.00	\$360.00	\$370.00	\$380.00
Main Hall (Monday to Thursday)	\$115.00	\$120.00	\$125.00	\$125.00
Main Hall (Monday to Thursday) with kitchen	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Monday to Thursday) with bar	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Monday to Thursday) with kitchen & bar	\$350.00	\$360.00	\$370.00	\$380.00
Main Hall - Short rental (Under 4 hours)	\$60.00	\$60.00	\$60.00	\$65.00
Main Hall - Funeral	\$60.00	\$60.00	\$60.00	\$65.00
Lower Hall (Friday to Sunday)	\$145.00	\$150.00	\$155.00	\$160.00
Lower Hall (Friday to Sunday) with kitchen	\$205.00	\$210.00	\$215.00	\$220.00
Lower Hall (Monday to Thursday)	\$100.00	\$100.00	\$105.00	\$110.00
Lower Hall (Monday to Thursday) with kitchen	\$155.00	\$160.00	\$165.00	\$170.00
Lower Hall - Short rental (Under 4 hours)	\$45.00	\$50.00	\$50.00	\$50.00
Lower Hall - Funeral	\$45.00	\$50.00	\$50.00	\$50.00
Cleaning/Damage Deposit (Deposit less repairs cost (if any) will be returned post event inspection)	\$140.00	\$170.00	\$200.00	\$225.00

### PAYMENT METHODS

#### At Municipal Office

Cash, cheque (current and/or postdated) or debit interac is accepted. Credit cards are not accepted at this time. An after-hours drop box is also available and is located at the front entrance doors of the Municipal Office. The drop box is cleared daily.

#### E-transfers

This enables payment access through on-line banking. Please e-transfer to [info@armourtownship.ca](mailto:info@armourtownship.ca)

***You MUST put the FIRST AND LAST NAME of the person who booked the hall, along with the DATE OF THE BOOKING in the message box – you will NOT be required to input a password, it is auto-deposit.***

### ALCOHOL

If alcoholic beverages are going to be served on the premises, the renter **MUST** obtain a valid SPECIAL OCCASIONS PERMIT from AGCO. A copy of this MUST be submitted to the township by email - [recreation@armourtownship.ca](mailto:recreation@armourtownship.ca)

### CONTACT

For more information regarding your rental or to submit your rental request, please contact:

**Recreation Co-ordinator**  
**705.382.5019**

Mon - Friday 9:00am – 3:00pm

[recreation@armourtownship.ca](mailto:recreation@armourtownship.ca)



OFFICE OF THE CLERK ADMINISTRATOR

## DISTRICT OF PARRY SOUND

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [admin@armourtownship.ca](mailto:admin@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

### RENTAL AGREEMENT APPLICATION

Full Name of Renter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Agreed Rental Date(s): \_\_\_\_\_

Alcohol Use: Yes                      No

*(If yes, please attach liquor license proof from AGCO)*

Which hall rental option did you choose:

Please check	Description
<input type="checkbox"/>	Main Hall (Friday to Sunday)
<input type="checkbox"/>	Main Hall (Friday to Sunday) with kitchen
<input type="checkbox"/>	Main Hall (Friday to Sunday) with bar
<input type="checkbox"/>	Main Hall (Friday to Sunday) with kitchen & bar
<input type="checkbox"/>	Main Hall (Monday to Thursday)
<input type="checkbox"/>	Main Hall (Monday to Thursday) with kitchen
<input type="checkbox"/>	Main Hall (Monday to Thursday) with bar
<input type="checkbox"/>	Main Hall (Monday to Thursday) with kitchen & bar
<input type="checkbox"/>	Main Hall - Short rental (Under 4 hours)
<input type="checkbox"/>	Main Hall - Funeral
<input type="checkbox"/>	Lower Hall (Friday to Sunday)
<input type="checkbox"/>	Lower Hall (Friday to Sunday) with kitchen
<input type="checkbox"/>	Lower Hall (Monday to Thursday)
<input type="checkbox"/>	Lower Hall (Monday to Thursday) with kitchen
<input type="checkbox"/>	Lower Hall - Short rental (Under 4 hours)
<input type="checkbox"/>	Lower Hall - Funeral

Method of Payment: Cash                      Cheque                      Debit                      E-Transfer

Total Amount Due: \$ \_\_\_\_\_

*(including the cleaning/damage deposit)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use ONLY

Date received: \_\_\_\_\_

Payment received: \$ \_\_\_\_\_

Initials: \_\_\_\_\_



OFFICE OF THE CLERK ADMINISTRATOR

---

## DISTRICT OF PARRY SOUND

---

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
P0A 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [admin@armourtownship.ca](mailto:admin@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

### **KCC Cleanup & Closing Checklist**

1. Tables & Chairs wiped down and sanitized – please leave set up
2. Wet or dry spills to be cleaned up or mopped if necessary
3. Hall, kitchen, bathrooms and bar are to be swept
4. Bathroom doors left propped open
5. All work surfaces in the kitchen are wiped and sanitized
6. All dishes and cutlery are washed, sterilized and put away
7. Coffee urns are emptied, washed, and dried with paper towel and lids left ajar
8. No excess food, sauces or fat are to be poured down the drain – please use the garbage
9. No food is to be left behind
10. All lights are shut off
11. All doors are locked
12. Drop key at door when you leave

## **REGULATIONS APPLYING TO RENTAL AGREEMENT (PERMIT)**

1. The Permit Holder shall be responsible for the conduct and the supervision of all persons admitted to the Municipal Facility and shall ensure that all regulations contained in this Permit are strictly observed.
2. Any Municipal By-Law infractions will be charged to the applicant and/or any person(s) responsible for the infraction.
3. All exits must be kept free from obstruction in case of fire.
4. No equipment, furnishings, dishes, etc., may be used except as outlined in the Permit, or arranged through an agreement with the Municipality, additional fees will apply.
5. No equipment, scenery, or decorations shall be fixed to walls, floors, or ceilings without the approval of the Municipality. Temporary flame-retardant decorations may be suspended from the ceiling using hooks or clips on the T bars.
6. When liquor is to be served a Special Occasion Permit must be obtained from the Alcohol and Gaming Commission of Ontario and posted on the bar room bulletin board. The Permit Holder is responsible for meeting the regulations stipulated on the back of the special occasion permit application form. The bar must be opened and closed according to the times stated on the Permit. All alcoholic beverages must be removed from the hall at the end of the event.
7. Smoking, cannabis use and/or vaping is only permitted outside of the Municipal Facility.
8. No open flames, excluding kitchen appliances.
9. Deposits shall be returned to the Permit Holder upon inspection of the Facility and determination to the satisfaction of Municipal staff that the facility has been left in a clean, orderly, and undamaged state. *The deposit will be returned after the next proceeding Township of Armour Council meeting.*
10. The Permit Holder shall agree that the Permit may be revoked or cancelled by the Municipality or its designate at any time, with or without cause, and that in the event of such cancellation there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred by the Permit Holder.
11. Special events, including fundraising events that involve the sale of food, must comply with the Food Premise Regulation. It is the responsibility of the applicant to contact the North Bay Parry Sound District Health Unit at (705) 746-5801 regarding rules and regulations for food handling.
12. The Permit Holder understands the health and safety legislation and regulations related to the activities being held as indicated on the Permit and will ensure that these activities and the participants in them will comply with the requirements of the legislation and regulations.
13. The Permit Holder shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such person or organizations.
14. Maximum attendance shall be governed by the applicable fire regulations.

SEATED EVENT	EVENT WITH ALCOHOL	EXHIBITION (VENDORS)
256 people per entire building 107 people per downstairs hall 149 people per upstairs hall	221 people per entire building 93 people per downstairs hall 128 people per upstairs hall	86 people per entire building  36 people per downstairs hall 50 people per upstairs hall

15. Games of chances, lotteries or gambling in any form must have a Lottery Permit obtained from the Municipality.
16. The Municipality's facilities are intended for the use and enjoyment of all residents. The misuse of drugs, alcohol and violent behavior will not be tolerated in the facilities. The Municipality reserves the right to evict any individual who is seen as not acting in the best interest of the program or activity or who display inappropriate behavior.
17. The Permit Holder must pay for all damage to facilities or furnishings, however caused, arising during the use of the facilities under the Permit. Future Permit requests will not be considered for any group that has an outstanding account with the Municipality in this regard.