

Newcastle Community Hall

20 King Avenue West Newcastle ON L1B 1H7

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Permit Terms and Conditions

By signing this contract, the undersigned has read, understands and agrees to abide by the terms and conditions listed below:

1. The issuance of this Permit is entirely at the discretion of the Newcastle Community Hall Board. The Board reserves the right to cancel it temporarily or permanently at any time and for any reason. In the event of such revocation or cancellation, there would be no claim or right to claims or reimbursement on account of any loss, damage or expense whatsoever.
1. The facility named on this permit is to be used on the date(s) and time(s) specified and only for the purposes(s) stated. The Permit is not valid unless signed by the appropriate Director of the authorized department representative. It shall be read with all changes in gender or number as the context requires.
2. This permit is **NOT** transferable.
3. The Permit Holder is responsible for paying all associated charges related to this permit, in accordance with the payment terms.
4. Cancellation Policy: To cancel a facility Rental Permit, written notification must be received by the Community Hall Board no less than sixty (60) days prior to the date of rental, otherwise full payment is due. Initial deposits are non-refundable.
5. No confetti/rice permitted inside or outside premises. Bubbles not permitted inside premises.
6. The Permit Holder understands and voluntarily assumes any and all risks associated with personal injury; death; exposure to infectious disease; and/or damage, loss, or theft of personal property that could result from the subject matter of this Permit.
7. The maximum attendance at any facility shall be governed by Fire Regulations or Durham Region Department of Health. All exits must always be kept free from obstruction.
8. Smoking/Vaping is prohibited in/at Facility.
10. The Permit Holder shall provide competent supervision to all persons admitted to the facility and shall ensure that all requirements of the Permit are strictly enforced.
11. The Permit Holder shall ensure that all persons and privately-owned property and personal effects have been removed by the time specified in the Permit. Failure to do so may result in additional charges.
12. Consumption of alcohol is strictly prohibited in all facilities, unless a Special Occasion Permit has been issued by the A.G.C.O. to the satisfaction of the Municipality and Hall Board. In the event of alcohol being consumed during your permitted event or on the grounds of the

facility after your permit ends, the permit will be suspended for that day and is subject to cancellation for the remaining dates on the permit.

13. For outdoor permits, the Permit Holder shall comply with and adhere to the Municipality of Clarington's By-Law 2006-126 which deals with the use, regulations, protection and governing of parks in the Municipality of Clarington.

14. Admission of animals, except for service animals, to indoor facilities is prohibited unless approved by the Newcastle Community Hall Board.

15. The person signing the Facility Rental Permit must be a person authorized by the organization to do so and such persons, when requested, shall produce for inspection such authorization in writing. The person signing the Facility Rental Permit shall, when requested, agree to personally guarantee payment of any rental fees that are due to the Community Hall.

16. The Municipality will not be responsible for personal injury or for the loss or theft of clothing/equipment of the applicant/organization, or anyone attending on the invitation of the applicant/organization.

17. Vehicles shall be parked only in designated parking spaces at the facility or public parking spaces.

18. The Municipality requires that CSA approved head protection be worn for all required sport activities at the facility.

19. The Permit Holder shall,

- a)** To indemnify and save harmless the Municipality of Clarington, the Newcastle Community Hall Board, their servants, agents or representatives from all claims, losses, damages, actions, and expenses whatsoever before, during and after the event, arising out of or occurring directly or indirectly out of the usage of the hall facility;
- b)** Prior to the commencement of the permit, provide the Newcastle Community Hall Board with confirmation of any requested liability insurance coverage, naming the Municipality and Newcastle Community Hall Board as additional insured, in a form and amount satisfactory to the Municipality;
- c)** To pay all damages to the facility and/or furnishings arising from the use of same as granted by this permit;
- d)** To pay appropriate fees for staff assistance including maintenance, bartenders, etc.
- e)** To comply with all Federal Provincial and Municipal laws, by-laws, rules and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcohol; and
- f)** To comply with instructions and direction from Newcastle Community Hall staff/volunteers; and
- g)** Refrain from any verbal and/or physical aggression.
- h)** For the conduct and supervision of all persons admitted to the Facility permitted and shall see that all regulations contained in the permit are strictly enforced.

Clean Up:

1. Kitchen must be left clean and tidy.
2. Tables must be cleared and wiped off.
3. All decorations and rental items from outside sources removed from hall at end of rental.
4. Garbage to be sorted to appropriate recycling bins and removed to outside bins.
5. Posted kitchen policy must be adhered to by vendors and Facility Rental Permit Holder.
6. Dishes are to be left clean and dry for the next group – dishtowels/cloths are not supplied.
7. **ONLY** painters tape is permitted to be used to hang decorations on walls or tape cords to floors.
8. **Facility Rental Permit Holder is responsible to set up tables/chairs for their event.**

Signature/s: _____ Date: _____