



TOWNSHIP OF McMURRICH/MONTEITH SPRUCEDALE COMMUNITY CENTRE

Hall Rental Agreement

31 William Street Sprucedale, ON

705-685-7901

Community Centre Hall Rental Information

Renter's Name:		
Renter's Address:		Telephone:
City:	Prov:	Postal Code:
Email Address:		

Event Details

Type of Event:		Total Amount Paid:	
Date(s) Required:			
Start Time:	End Time:	Expected Attendance:	
Kitchen Rental (kitchen only)	Daily Rental \$50.00 + HST = \$56.50 <input type="checkbox"/>		
Hall Rental	Daily Rental up to 4 hours \$100.00 + HST = \$113.00 <input type="checkbox"/>	Daily Rental more than 4 hours \$205.00 + HST = \$231.65 <input type="checkbox"/>	
Cleaning/Damage Deposit	This is Mandatory \$155.00 <input type="checkbox"/> Check if Deposit Paid Cash or Separate Cheque		
Bartenders Required for Alcohol Sales and/or Consumption at Event:			
Start Time:	End Time:	1 Bartender for every 100 attendees	

Additional Information

50% deposit is due to reserve the Community Centre. Any remaining balance is due on or before the last business day prior to the event. The deposit is fully refundable if cancellation is made 14 days prior to the rental date. If cancelled within the 14 days, the deposit will be forfeited. The hall capacity is 194 people. The facility needs to be in the same condition as you received it in order to have the cleaning deposit returned. **Lost key fee is \$50.00 + HST**

Insurance Information

If alcoholic beverages are to be served on the premises, the renter must:

1. Pay all applicable bartending fees in full prior to the event, in accordance with the Fees & Charges By-law.

Alcohol is only to be served and consumed in the area that the liquor license has been obtained for. The renter is responsible for supplying their own bar cups and bar tickets, if required.

Renter's Initials: _____ OR _____

If alcohol is not being served at this event and a bartender is not required, the renter agrees to the following statement:

The Renter acknowledges and agrees that no alcohol shall be consumed on the premises unless a licensed bartender, approved by the Township of McMurrich/Monteith, is present at all times during such consumption. In the event that alcohol is consumed without a licensed bartender present, the Renter shall be solely responsible and liable for any and all claims, damages, losses, injuries, fines, penalties, enforcement actions, or expenses (including legal fees) that may arise, directly or indirectly, from such unauthorized consumption. The Renter agrees to indemnify, defend, and hold harmless the Township of McMurrich/Monteith, its staff, volunteers, and representatives from and against any such liabilities, costs, or claims, whether brought by guests, third parties, or regulatory authorities.

Renter's Initials: _____

I have read over the attached information and agree to confirm thereto and be strictly bound thereby.

Renter's Signature: _____ Date: _____

CUSTODIAL INSPECTION AFTER EVENT

Return Cleaning Deposit: _____ Yes _____ No Signature: _____

Sprucedale Community Centre

Hall Rental Agreement

Rink Rental Agreement

Deposit: A deposit of 50% of the rental fee is required to reserve the Community Centre and/or the Rink Surface. Any remaining balance is due on or before the last business day prior to the event. The deposit is fully refundable if cancellation is made 14 days prior to the rental date. If cancelled within the 14 days, the deposit will be forfeited.

Rental: Renters are responsible for all set up as well as the conduct and supervision of all persons admitted to the Community Centre and/or Rink Surface.

\$100 + HST for up to 4 hour rental and \$205 + HST for more than 4 hour rental.

A cleaning/damage deposit of \$155 is charged and will, in part or in full, take care of all the cleaning/damage.

To reclaim your cleaning/damage deposit, these items will contribute: tables and chairs wiped and put back on trolleys; wet or dry spills need to be cleaned up, and the main event area is to be swept and mopped if necessary. The hall foyer, kitchen and washrooms must be swept and mopped. Carpeting must be vacuumed if not clean. Washrooms must be cleaned and toilets flushed. All countertops in kitchen must be properly cleaned. Cutlery and dishes must be washed, dried and returned to its proper place. All garbage is to be placed in clear bags. Stove must be cleaned according to cleaning instructions. Our custodian or Township office staff will evaluate the Community Centre and/or Rink Surface condition after the event to determine if any extra cleaning will need to be done. We are proud to provide our facility in as clean and sterile condition as possible. Smoking not permitted.

The hall capacity is 194 people.

Decorations: Decorations may be temporarily fixed to walls, floors or ceiling. However, under no circumstances are holes permitted in walls or ceiling. The Renter is responsible for any loss or damage to the Community Centre and/or Rink Surface or its contents, including paint removal as a result of tape removal.

Key: The access key is to be picked up and returned to the Municipal office during normal business hours. There is a \$50 charge for a loss of the key.

Alcohol: If alcoholic beverages are to be served on the premises, the Renter is responsible for paying the bartending fees prior to the event, in accordance with the McMurrich/Monteith Township Fees & Charges By-law. Alcohol is only to be served and consumed in the area that the liquor license has been obtained for. The Renter is responsible for supplying their own bar cups and tickets. If alcohol is not being consumed at this event and a bartender is not required, the Renter agrees to the following statement:

The Renter acknowledges and agrees that no alcohol shall be consumed on the premises unless a licensed bartender, approved by the Township of McMurrich/Monteith, is present at all times during such consumption. In the event that alcohol is consumed without a licensed bartender present, the Renter shall be solely responsible and liable for any and all claims, damages, losses, injuries, fines, penalties, enforcement actions, or expenses (including legal fees) that may arise, directly or indirectly, from such unauthorized consumption. The Renter agrees to indemnify, defend, and hold harmless the Township of McMurrich/Monteith, its staff, volunteers, and representatives from and against any such liabilities, costs, or claims, whether brought by guests, third parties, or regulatory authorities.

Contact Info & Deposits: Please contact the Municipal office at (705) 685-7901 for additional information.

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Rink Rental Agreement

Cleaning Checklist:

- tables and chairs damp wiped and placed back on trolleys
- wet or dry spills need to be cleaned up
- all floors must be swept
- kitchen, foyer and bathrooms must be cleaned and mopped
- carpet to be vacuumed if not clean
- dish towels are for dishes and cutlery only, do not use them as cleaning rags
- all work surfaces in kitchen to be cleaned and sanitized
- all dishes and cutlery washed and put away
- coffee urns must be emptied, washed and dried with paper towels and lids left ajar
- coffee grounds in the garbage, never down the sink drains
- no excess food, sauces or fat put down sink drains
- grill cleaned as per instructions
- remove your food from the refrigerators/freezers and premises after the event
- all garbage in clear bags
- please put everything back where you found it

Closing Up Checklist:

- ensure all elements and ovens are turned off (pilot light to be left on)
- bathroom lights turned off
- all inside lights turned off
- accessibility switched on exit doors to centre "off" position
- door keys returned to Municipal office
- ensure all windows and doors are locked