



# The Corporation of the Township of Huron-Kinloss

P.O. Box 130  
21 Queen Street  
Ripley, ON N0G 2R0

Phone: 519-395-2909  
Fax: 519-395-4107  
e-mail: recreation@huronkinloss.com

## Facility Rental Agreement

Name of Renter/Organization:

Address:

Phone Number:

Email Address:

Date of Rental:

Start Time:

End Time:

Event type:

Licensed Event:                      Yes                      No

Anticipated Attendance:

### Facility being rented:

*Ripley Huron Community Centre*

Auditorium (max. 253)                      Social Room (max. 101)                      Arena Floor (max.1300)                      Kitchen

*Point Clark Community Centre*

Upstairs Hall (max. 150)                      Downstairs (max. 75)                      Kitchen

*Parks*

### Checklist:

- Alcohol Risk Management Policy and Permanent Liquor Sales Policy reviewed and understood
- Facility Set up Detail Form completed and attached
- Required fees and deposits received as per signed contract
- Facility rental contract signed and attached

### Indemnification:

The Applicant covenants to save harmless and keep indemnified the Township of Huron-Kinloss, its servants and agents, against any legal liability for losses, damages, claims, actions, demands, suits and costs arising directly or indirectly out of this rental agreement and further agrees to abide by the terms and conditions set out herein.

### Fees and Deposits:

- a. 25% of the facility contract total is due and payable at the time of booking in the form of a deposit.
- b. Remaining balance to be paid within 30 days of the event, and any profit share monies being retained by the Municipality until the account of the renter is paid in full.

Total Rent:

Total Deposit:

Balance:

Name of Applicant

Signature

Date

Name of Huron-Kinloss Representative

Signature

Date



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## RENTAL CONTRACT – TOWNSHIP OF HURON-KINLOSS

Name of Renter:

Date of Rental:

Do you require the following: (please select all that apply)

Facility Supplies:

- |                               |                          |            |
|-------------------------------|--------------------------|------------|
| Round Tables                  | how many:                |            |
| Square 4' tables              | how many:                |            |
| Rectangular 6' tables         | how many:                |            |
| Rectangular 8' tables         | how many:                |            |
| Green bucket chairs           | how many:                |            |
| Black folding chairs          | how many:                |            |
| Wine Glasses                  | how many dozen:          | 3.95/dozen |
| Dishes                        | how many table settings: |            |
| Coffee Perk:                  | how many:                |            |
| Black round tablecloths       | how many:                | \$10 each  |
| Black rectangular tablecloths | how many:                | \$10 each  |
| Green rectangular tablecloths | how many:                | \$10 each  |
| White round tablecloths       | how many:                | \$10 each  |
| White rectangular tablecloths | how many:                | \$10 each  |
| Picnic Tables                 | how many:                |            |
| Snow Fence                    | feet:                    |            |
| Garbage Cans                  | how many:                |            |
| Yellow Garbage Cans           | how many:                |            |
| Recycle Bins                  | how many:                |            |
| Spools                        | how many:                | Size:      |
| Curtains                      | feet:                    |            |

Entertainment

- |                         |                     |
|-------------------------|---------------------|
| Live Band:              | Name:               |
| DJ                      | Name:               |
| Electrical requirements | Please Specify:     |
| Stage                   | Dimensions needed:  |
| Lighting                | Please Specify:     |
| Microphone              | Township or Renter: |
| Sound System            | Township of Renter: |

Total Rental Fee

Facility Rental Fee:                      Other Charges:                      Total Fee:

Deposit Due (25%):                      Due Date:

Total Balance Owing:                      Due Date:

Name of Renter                      Signature                      Date

Name of Huron-Kinloss Rep                      Signature                      Date



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## RENTAL CONTRACT BAR SERVICES- TOWNSHIP OF HURON-KINLOSS

### Bar Supplies Checklist

- Bar Sections            how many:
- Wrist Bands            how many:
- Drink Tickets           how many:
- Beer Openers           how many:
- Water Troughs         how many:
- Coolers                 how many:
- Ice:                     how much:
- Wine Glasses            how many:

### Staff

- Township staff         how many:  
                                  Shifts:
- Bartenders             how many:  
                                  Shifts:
- Security                 Company name:  
                                  How many:  
                                  Shifts:

### Alcohol:

Beer	Budweiser Other:	Bud Light	Coors Light
Liquor	Smirnoff Vodka Captain Morgan's Spiced Rum Bombay Sapphire Gin Other:	Bacardi White Rum Beefeater Gin Forty Creek Whiskey	Grant's Scotch
Coolers	Palm Bay Cherry Other:	Palm Bay Grapefruit	
Wine	White Wine: Red Wine:		

### Bar Type:

- Cash                    Drink Fee (\$3,\$4,\$5):
- Open                   Billed Drinks at \$3/drink + Wine
- Toonie                 Balance owing billed to renter + Wine
- Loonie                 Balance owing billed to renter + Wine

Name of Renter

Signature

Date

Name of Huron-Kinloss Representative

Signature

Date



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## **RENTAL AGREEMENT TERMS AND CONDITIONS**

- 1) This agreement remains in effect until the premises are vacated following any rental. All rentals will end no later than 1:00 a.m., at which time the building must be vacated. All properties of the renter shall be removed no later than 1:45 am. The renter must not leave the building until all guests or patrons have vacated.
- 2) An additional fee of \$50.00 will be charged to the renter if the building is not vacated by 1:45 a.m. and an additional \$50.00 for each 15 minutes following.
- 3) The renter shall be responsible for the conduct and behaviour of the patrons. The renter shall in no way hold the Township of Huron Kinloss, its volunteers, and employees, responsible in any way for losses, personal injury, accidents, or loss of property to the renter or guest of the renter during the term of this agreement.
- 4) The renter shall be responsible for the replacement of all breakage, fixtures, dishes, or equipment, in addition to any damages to the facility including theft or illegal possession of Community Centre properties.
- 5) Decorations are not permitted to be affixed to the internal or external of the building without the consent of the Community Services Department Staff. Confetti is not permitted in the building or within 20 ft. of the building. If early entry is required for set up or decorating purposes, you must make arrangements to have all necessary people or services bring their supplies at the same time. (i.e. caterers, decorators, DJ's) You may not be granted permission for early entry at any other time, so please try to have everything ready within the same time frame. You will be required to pay (as per rate schedule attached) for each decoration affixed to the ceilings, or any other decoration requiring staff assistance. Please be advised that "Water Troughs" and "Water Fountains" are not permitted
- 6) Social Evenings (Stag and Does, etc.) will not permit the entry of persons under the age of nineteen. The Corporation of the Township of Huron-Kinloss shall require the presence of no less than two (2) Security personnel for the duration of STAG & Doe type event. The cost to be borne by the sponsoring group or individual. The Municipal staff will book the Security. Please be advised that food must be provided by the Renter. The food must be made available no later than 11:00 p.m.
- 7) All alcohol must be cleared from the patrons no later than 1:45am.
- 8)
- 9)
- 10) Games of skill are permitted. In games of skill, the element of chance is virtually non-existent. Checkers, chess, bowling, tennis, golf, putting contests and all sports contests are examples of games of skill. Games of chance are prohibited. Games of Chance, sometimes called "mechanical games," do not involve any element of skill. Games of chance are the most popular form of gambling. There are hundreds of these games, including raffles, bingo, wheels of fortune, Break Open Tickets, and 50/50 draws, these games will not permitted on or within Municipal Property or Buildings, unless you meet the legal requirements and are able to obtain a lottery license from the Municipality. For more information regarding lottery licensing please reference the following website [www.agco.on.ca/llpm/en/chap3.pdf](http://www.agco.on.ca/llpm/en/chap3.pdf)
- 11) Any violation of any condition of this agreement authorizes staff to discontinue the rental immediately.
- 12) All rental and related charges must be paid within 30 days of invoice.
- 13) The Township of Huron - Kinloss endeavours to ensure the suitability of the premise that it is renting to the renter. Any deficiencies shall be reported to Staff immediately in order to enable the Township to rectify the deficiency. The parties agree that continued use by the Renter shall absolve the Township from any property damage or bodily injury, which may occur.
- 14) The undersigned shall at all times hereinafter save harmless and keep indemnified the Township, its employees or agents from and against all claims and proceedings by whomsoever made, brought or prosecuted, in any manner based upon, arising out of or attributable to the Township's execution of this agreement.
- 15) Schedule B of Rental Agreement and Alcohol Risk Management Policy must be received and understood by renter for all liquor related rentals.
- 16) Additional Liability Insurance: The Township of Huron-Kinloss recommends that any renter contact their insurance provider to determine if any additional personal insurance is required.
- 17) The Lessee shall abide by the new Smoke Free Ontario Act, the use of any tobacco products is prohibited within 20 metres of any sports field, ball diamond or play structure.

Name of Renter	Signature	Date
Name of Huron-Kinloss Representative	Signature	Date