



MUNICIPALITY OF
West Elgin

Facility Rental Agreement

**The Municipality of West Elgin 22413 Hoskins Line Rodney ON, N0I 2C0
P:519-785-0560 ext.200 OR ejocius@westelgin.net**

Name: _____

Address: _____

Telephone #: _____ Date: _____

Function: _____ Facility Booked: _____

Rental Fee: _____

Payment method: _____ Payment Due Date: _____

Special Conditions:

It is agreed that chairs, tables, any equipment be sanitized and returned to the storage area or as indicted by the recreation supervisor. It is agreed that any person or persons attending the facility must practice social distancing and follow guidelines set out by the provincial government and local health unit. The Facility must be cleaned and left in the condition in which it was found. Garbage must be collected, sorted, bagged and taken away unless otherwise specified by the recreation supervisor. Costs for damages or extra clean-up will be paid by the person renting the facility.

The Municipality of West Elgin accepts no responsibility for injury which may occur from the use of the facility for the above function and the undersigned agrees that the Municipality of West Elgin is saved harmless from any liability whatsoever while the undersigned is in possession of the facility.

Rental of the Municipality of West Elgin Facility does not include permission for alcoholic beverages without proof of a Special Occasion Permit being obtained.

Special Occasion Permit required- (photocopy of permit required): _____

Alcohol Liability Insurance required- (Photocopy of permit required): _____

Signature of Person Renting Facility

Date

FACILITIES RENTAL TERMS AND CONDITIONS

1. The Municipality reserves the right, entirely at its discretion, to accept or reject any application for use of this facility.
2. The Applicant will be responsible and reimburse the Municipality for any missing articles, or any damage caused by improper use of the facility, due to direct negligence on the part of anyone connected with the rental or attending the function.
3. The Applicant is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found. Also, it is expected that:
 - All activities are confined to the facility being rented.
 - Chairs & tables be sanitized and returned, in an organized manner, to the designated area set out by the recreation supervisor.
 - All lights are off, windows and doors are shut, and locked when event is over.
 - During heating season, that the furnace is turned back to 15° C.
 - During cooling season, that the thermostat is turned back to 25°C.
 - All water taps are closed tightly, and toilets are not running.
 - If renting kitchen facilities, see items below. KITCHEN:
 - Ovens and burners are turned to OFF position.
 - All dishes washed and counters wiped.
 - All spills to be wiped from the refrigerator and make sure ALL food is removed.
 - All spills to be wiped from the stoves and ovens.
 - Coffee perks to be emptied and washed.
4. All bookings must be secured contractually. The Applicant is personally responsible for payment of the rental fee.
5. The Municipality's facilities manager shall settle all disputes and be the final authority and may cancel rentals at any time. In such cases, advanced notice will be given, if possible.
6. The Applicant agrees that the Municipality of West Elgin shall not be responsible for any injury to the Applicant or any persons using the facility, in any circumstance.
7. The full rental fee must be paid prior to the event. If not, the booking is cancelled.
8. Liquor may be sold or served ONLY under the authority of a SPECIAL OCCASION PERMIT, and only in the areas designated on the permit. Permits may not extend provincial L.C.B.O. regulations. S.I.P. (Serve Intervention Program) trained servers must be used. Liquor liability insurance coverage, minimum of one (\$1) million dollars, either through P.A.L. (Public Alcohol Liability) or on renter's homeowner policy, must be in effect.
9. Persons renting the premises are responsible for obtaining and providing proof of the following:

- i. Special Occasion Permit.
 - ii. Server Intervention Program (S.I.P.); and
 - iii. Liability Insurance.
10. The Applicant is responsible for providing, delivering, and removing all liquor and equipment necessary for the sale and consumption of liquor.
11. All evidence of the service and consumption of liquor shall be removed within 30 minutes after expiry of the permit.
12. The Applicant must supervise the sale and consumption of liquor and enforce and abide by all regulations concerning the sale and consumption of liquor.
13. MUSIC must cease at expiry time of permit and the building must be cleared by 2:00 a.m.
14. Where additional cleaning of the premises is deemed necessary by the municipality, the Lessee agrees to pay the cleaning charge as deemed by the Municipality.
15. Everything must be out of the hall immediately following your event, unless prior arrangements have been made with the Lessor. Failure to do so may result in being billed for a second booking.
16. It is the contact person's responsibility to notify his/her group of the above terms.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF AGREEMENT AND LOSS OF MONIES PAID.

NOTE: Arrangements must be made by the Applicant to have rental key(s) picked up from the municipal office, 22413 Hoskins Line, Rodney, 519-785-0560 at least 24 hours prior to the event and during regular office hours to ensure availability of rental keys.

Print name if you agree to the above terms and conditions.

Signature

Date

SMART SERVE ONTARIO

SmartServe offers the following tips for planning a Special Event:

In planning your special event, it is important to make sure that drinking alcohol is not the main activity. Serve food and snacks to slow the absorption of alcohol.

Here are some other things you can do to make sure your event is safe and enjoyable for employees and guests:

- Allow only designated SmartServe trained staff to pour and serve drinks. Do not allow guests and employees to serve themselves.
- Ensure that the bar, or area where drinks are being served, is secure and that only authorized persons have access.
- Make sure there are sufficient snacks and food available. Avoid serving a lot of salty snacks.
- Provide tasty, non-alcoholic beverages for guests to drink. If you are serving an alcoholic punch, use non-carbonated beverages.
- Stop serving alcohol at least an hour before your event ends.
- Promote the concept of responsible consumption by posting signs stating that guests will not be over-served.
- Arrange for safe transportation home. Never let guests drink and drive; and
- Visit their website, www.smartserve.ca, for other ideas that will help you have a safe and successful event.

SmartServe can be contacted directly at:

SmartServe Ontario
5405 Eglinton Avenue W.
Suite 105
Toronto, ON M9C 5K6
Telephone: 416-695-8737
Fax: 416-695-0684
Toll Free: 1-877-620-6082
Email: general@smartserve.ca
Website: www.smartserve.ca