



# Facility Rental Agreement

## **FACILITY RENTAL AGREEMENT**

### **Terms and Conditions**

1. All fees are payable at the Municipal Office prior to the event being held.
2. The applicant will be responsible for returning the premises in which it was found. Specifically, it is expected that all garbage will be placed in garbage bags, that kitchen counter tops, sinks and appliances will be left clean.
3. The applicant along with a municipal staff member is to check the premises prior to the commencement of the rental for any damages.
4. The applicant shall be responsible for any damage incurred to the premises or Town property from any act or omission of the Applicant or the Group named herein or their contractors or any person who attends the function. If there are such damages, the applicants Damage Deposit will not be returned. Damages will be reported by the custodial staff at once to the Town office staff after an event.
5. That the Town shall not be liable for any damage to, or loss of any property brought into the premises in conjunction with the function by the Applicant or Group named herein or their members, officers, employees, agents or contractors or any person who attend the function.
6. The Applicant indemnifies and save harmless The Town of Gore Bay, and its employees from any claim or damage arising out of or in consequence of the said rental dates and times granted by this agreement.
7. Materials of any kind are not to be affixed to the rented property or any other parts of the said property unless affixed with **mounting putty only**. Everything that is mounted must be removed prior to vacating the property.
8. The applicant must abide by all AGCO, Fire Marshall and Public Health Regulations that apply to regulating events.
9. If there is a cancellation of a licensed event, the applicant must notify the Town within 90 days of the rental date, otherwise the deposit is non-refundable.

Inclement weather is an exception for events.

10. The applicant is responsible for turning off all lights and ensuring the facility is secure upon leaving the premises.
11. All garbage is to be placed in garbage bags and moved to the designated areas for each rental location as advised by a municipal representative.
12. A security deposit totaling \$250.00 plus HST is applied for rentals at the Community Hall events and the Harbour View Pavilion with kitchen only. The Harbour View Pavilion rental without the kitchen is \$200 plus HST. If damage occurs, the costs of repairs and/or replacements shall be decided by the Town and an amount sufficient to compensate will be billed to the applicant.
13. A booking deposit is to be paid at the time of booking.
14. Elevator training is **mandatory**. A Municipal representative will provide training for the proper operation of the elevator/lift. This training must be completed prior to receiving the keys to run the elevator/lift.
15. For licensed events the applicant must abide by the municipal alcohol policy.

#### Facilities Available to Rent

1. Gore Bay Community Hall (max capacity 171 total)
2. Gore Bay Memorial Arena (max capacity upstairs 100 total)
3. Harbour View Pavilion
4. Ron McQuarrie Gazebo
5. Any other location as approved by Council

**FACILITY RENTAL AGREEMENT BETWEEN:**

The Corporation of the Town of Gore Bay <The Lessor>

AND

\_\_\_\_\_ <the lessee>

\_\_\_\_\_ email

\_\_\_\_\_ Address

\_\_\_\_\_  
\_\_\_\_\_ Telephone Number

To rent the premises of the \_\_\_\_\_ on \_\_\_\_\_.  
(Facility) (Event Date)

For the purpose of \_\_\_\_\_.

\_\_\_\_\_

Signature Applicant

\_\_\_\_\_

Signature Staff

\_\_\_\_\_

Date

Facility Rental	\$
Damage Deposit	\$250.00
HST	\$
Total	\$
Less Booking Deposit	\$84.75(\$75.00+HST)
Balance Owing	\$