

CARLING COMMUNITY CENTRE RENTAL AGREEMENT

Name _____ Date _____

Address _____ Postal Code _____

Roll Number (if Carling Resident) 49-36-000- _____ -0000

Address _____

Phone No. _____ Email _____

Rental Information

Date Requested _____ Number of Guests _____

Time Required From _____ to _____

Nature of Event _____

Is alcohol being served? Yes No Time _____ to _____

I want to rent the following rooms:

Meeting Room 1/3rd Hall 2/3 Hall Kitchen

Full Hall Wedding Package (Full Hall)

DEPOSIT MUST BE MADE TO SECURE RENTAL

Liability Insurance – Required When Alcohol is Being Served

Liability Insurance <https://programs.aon.ca/content/event-insure/home-en.html>

(Minimum of \$5,000,000 coverage) – REQUIRED BEFORE AN EVENT WHERE ALCOHOL IS SERVED

TERMS AND CONDITIONS

1. TO OBTAIN KEY FOBS FOR THE COMMUNITY CENTRE, please pick up at the Township Office located at 2 West Carling Bay Rd., one working day prior to the event. In the event of a wedding please pick up the key fob on the Thursday before 3:00 p.m. At this time we will give you a quick walk through on how to open, close, run the dishwasher etc.
2. All Deposits are non-refundable unless otherwise stated in writing.
3. Alcoholic beverages shall not be allowed to leave the 1/3 and 2/3 rooms of the Banquet Hall with the exception of the patio. ***Failure to comply and enforce this regulation will result in the immediate termination of the event and no refund will be issued.*** Additionally:
 - No alcohol shall be served after 1:00 a.m.;
 - All alcohol must be served through the Bar. ***If any other alcohol is brought onto the premises the event will be terminated immediately and no refund will be issued.***
 - Music must be turned off at 1:00 a.m. and the premises vacated by 1:30 a.m.;
 - ***The O.P.P. will be called if loitering or consumption of alcohol persists after these times.***
4. The applicant is responsible for the supervision and control of all persons in attendance at the function and to restrict such persons to the premises and additionally, will not contravene any statutes or regulations of the Province of Ontario or the Dominion of Canada or any By-laws of the Township of Carling.
5. The applicant is responsible to ensure that all guests, caterers, DJs, etc., park in the designated parking area in front of the Community Centre and that areas that are designated as “NO PARKING” are kept clear of vehicles. This includes the “Fire Route” that is clearly identified at the rear of the Community Centre.

Initial _____

6. The applicant or guest will not remove anything from the hall without obtaining *the permission of the municipality in writing*.
7. The general cleaning of the Community Centre is the responsibility of the applicant. By 10:00 a.m. on the day following the function, the Community Centre must be cleaned and vacated. Following an event the applicant shall ensure the following:
 - Key Fobs are returned the day after event to the Township Office. This may be done in person or placed into the drop box located at the front door to the Township Office;
 - All dishes, cooking utensils, pots and pans must be washed, dried and put away. *All items must be put away in the same manner they were found*;
 - Ensure that the kitchen cooking appliances and surfaces are cleaned and returned to the same conditions as found. *This includes the grill and deep fryer*
 - All lights, appliances and fans are turned off;
 - All tables and chairs are wiped down. Township staff will stack and put away.
 - Floors (including kitchen, halls and washrooms) are to be cleared of debris and swept.
 - All garbage is to be bagged and placed in the designated area at the back door of the Community Centre.
 - All recycle bins are to be used according to posted instructions.
 - All doors are to be locked when leaving.
8. The applicant is responsible for all damages incurred on the premises or municipal property as a result of any act or omission of the Applicant or the Group named hereon or their member, officers, employees, agents or contractors or any person who attends the function and, in the event of such damage, to pay the Township a Damage Charge in such amount as is determined by the Township.

Initial _____

9. The damage deposit will be refunded once the hall has been inspected and found in order by the Facility Manager or their designate. Typically five business days will be required to perform the review of the building and contents.
10. Any group using the hall shall adhere to the Occupancy Loads as posted at various locations within the hall.
11. The use of confetti or any confetti-like materials in the building or onsite is prohibited.
12. Smoke Machines are prohibited.
13. Candles with open flames may be permitted but only with the approval of the Fire Chief or designate. They may be contacted by telephone at 705-996-9193 or email at fire@carling.ca.
14. Damage caused by attaching decorations to any walls or ceilings in the facility will result in the forfeiture of the damage deposit. Decorations that need to be attached to the walls or ceilings must be approved by the Facility Manager or designate.
15. The Township reserves the right to cancel this Agreement upon notification to the Applicant at least one week prior to the date of the function, in which event any fee paid shall be refunded to the Applicant and the Township shall not be liable to the Applicant for any loss or damages.
16. The Municipality must be notified of any damage on the first working day after the event.
17. This is a smoke and vapor free building.
18. No linens are provided with the rental.
19. In case of emergency, contact: Chris Waefler (705) 996-9194.

Initial _____

WAIVER

In consideration of the Corporation of the Township of Carling permitting the use of its facilities, the undersigned agrees to indemnify and save harmless the Township of Carling, its agents, servants and employees from and against all actions, suits, claims, and demands which may be brought against the Corporation arising from the use of the said facilities.

I have read the terms and conditions of the rental on the reverse of this page and agree to comply with the conditions of the Carling Recreation Centre.

NAME (Please Print)

Signature of Lessee

Date

TOWNSHIP OF CARLING CONFIRMATION:

In consideration of the covenants and agreements made by the applicant, I hereby accept this Application on behalf of the Township of Carling so as to permit the Applicant the right to use the premises at the time or times specified.

NAME (Please Print)

POSITION

Signature

Date