**Bruce Mines Community Hall Rental Agreement** (Revised Jan. 2024)

PO Box 220, Bruce Mines, ON P0R 1C0

Telephone: (705) 785-3493 Fax: (705) 785-3170

**Occupancy Load as per Ontario Building Code 3.1.17.1:**

**164**

Persons/organizations renting the hall agree to the following:

1. Person(s) renting the hall must be 19 years of age or older, is responsible for any damage to the building and will be invoiced for any amount that is over the damage/cleaning deposit. Renter is also responsible for ensuring that the building is totally secure when leaving, (i.e., all doors and windows locked) and keys returned to Municipal Office within two business days of event.
2. A cleaning/damage deposit in the amount of **$150.00** is required at the time of rental and will be refunded in full provided that the hall and kitchen area is left in a clean condition, that all tables and chairs used are put away properly and that there is no damage to the premises upon final inspection by town staff or hall caretaker. It is also the responsibility of the renter to inform caterer of same. Any cleaning and/or damage in excess of the **$150.00** deposit will be invoiced to the signee of the rental agreement.
3. All decorating must be done no sooner than the day preceding the rental date and must be removed prior to vacating the facility at the end of the event. No tape or nails are to be used on walls, ceilings, or doors.
4. To obtain the required **Special Occasion Permit** if any liquor, wine, beer, or coolers are to be consumed on the premises and to abide by all rules and restrictions of said permit. Renter is also to provide the office with copy prior to event.
5. To purchase **Alcohol Liability Insurance** for a minimum of $2 million dollars if alcohol is to be served and to provide the office with a copy of permit as least 5 business days prior to event taking place.
6. To obtain **Special Event Insurance** coverage for a minimum of $2 million dollars and to provide the office with a copy of the policy prior to event.
7. If alcohol is being served, to have a person with Smart Serve behind the bar at all times and to ensure that all liquor is removed within one hour immediately following the event as per the licence.
8. If event includes music, it must cease at the expiry time of the permit and the building must be cleared no later than **2 a.m.**
9. The Town reserves the right to deny any future request to rent the facility to any organization or persons responsible for damage to the hall or for a violation of any LLBO regulations or insurance conditions.
10. Organizations, groups, or individuals using this municipal property must do so at their own risk. The Town of Bruce Mines will not be responsible for any damages, thefts or accidents through use of the building. In case of fire, theft or injury contact 911 immediately.
11. Any application for a youth activity must be accompanied by names and addresses of no less than four adult chaperones and a letter of reference. Chaperones must be present throughout the entire event. Drugs and alcohol are not permitted within the hall itself or on town property and, if found, police will be notified immediately, and the security deposit will be forfeited.
12. All rental fees and deposits are required prior to the date of the function. Any reimbursement of deposit will be returned to renter within 15 days following the event date.
13. **The renter is solely responsible for all Algoma Public Health applications and rules and regulations compliance, including, but not limited to, Food Handlers Permit.**
14. **I HAVE READ AND FULLY UNDERSTAND THE HALL RENTAL AGREEMENT AND CONSENT TO THE TERMS WITHIN. Note: NO OPEN FLAMES/CANDLES ARE PERMITTED ON PREMISES**

Name of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group/Organization (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Occasion Permit Holder and Policy #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Alcohol Liability Insurance Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Events Permit Holder and Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of People Attending: \_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: \_\_\_\_\_\_ am/pm to \_\_\_\_\_\_ am/pm

Rental Fee: $ \_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE ADD 13% HST**

Deposit Fee: $ 150.00 Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance Due: $ \_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY NUMBERS: 911 OR 289-260-1810

**UNDER NO CIRCUMSTANCES CAN CHAIRS/TABLES BE PLACED IN HALLWAY BLOCKING WASHROOMS & KITCHEN DOOR**