



**SOUTHWEST MIDDLESEX (COMMUNITY HALLS)
FACILITIES RENTAL AGREEMENT**

138 Mill Street, Glencoe, ON, N0L 1M0
TELEPHONE: (519)287-2839 FAX: (519)287-5165

FACILITY REQUESTED.....

<input type="checkbox"/>	Auditorium (Hall)	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Licensed	<input type="checkbox"/>	Unlicensed
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GENERAL INFORMATION

Applicant's Name.....

Mailing Address.....

City.....Province.....Postal Code.....

Telephone (Home).....(Business).....

Organization Represented.....

Alternate Representative.....Telephone.....

Purpose of Event.....

<input type="checkbox"/>	Single	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Bi-Monthly	<input type="checkbox"/>	Monthly
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I hereby agree to rent the above-mentioned facility for the following date(s). I agree to not leave the building unattended during the following hours. Further, I have read, understand and agree to the terms and conditions as stated on the reverse.

<u>DAY</u>	<u>DATES</u>	<u>TIME</u>	<u>RATE</u>	<u>COST</u>
				\$
				\$
				\$
SECURITY DEPOSIT*				\$
TOTAL				\$

***SECURITY DEPOSIT (if applicable): \$25.00 Unlicensed Event & \$50.00 Licensed Event**
 RATES are subject to change at the will of the Municipal Council. Bookings made in advance of a general rate change will be required to pay the new rate.

Applicant's Signature.....Date.....

Approved By (Municipal Official).....

IMPORTANT INFORMATION ABOUT YOUR RENTAL:

Contract must be signed along with the rent and any applicable deposit being paid **at least 7 (seven) days prior** to the scheduled event.

In the case of cancellation by the lessee, unless **at least 7 (seven) days notice** of cancellation is given to the named facility supervisor, the lessee will forfeit their rental fee and security deposit.

The original of this agreement must be returned to the Municipal Recreation Office along with your payment. If arranging by mail, your copy of the contract and receipt of payment will be forwarded by return mail.

Please make your cheque payable to "MUNICIPALITY OF SOUTHWEST MIDDLESEX" and deliver to:

Southwest Middlesex Facilities and Recreation Department
 c/o Glencoe Arena
 138 Mill Street, Box 693
 Glencoe ON N0L 1M0

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:
GENERAL:
 - Confine all activities to the building.
 - Chairs & tables to be wiped off and returned, in an organized manner, to the storage room.
 - Ensure all lights are off, windows and doors are shut and locked when event is over.
 - During heating season, turn furnace back to 15°C.
 - During cooling season, turn thermostat back to 25°C.
 - Make sure all water taps are closed tightly and toilets not running.
 - If renting kitchen facilities, see items below.KITCHEN:
 - Ovens and burners turned to OFF position.
 - All dishes washed and counters wiped.
 - All spills to be wiped from refrigerator and make sure ALL food is removed.
 - All spills to be wiped from stoves and ovens.
 - Coffee perks to be emptied and washed.
4. All bookings will be secured contractually. The applicant is personally responsible for payment of the rental fee.
5. The municipalities facilities manager shall settle all disputes and be the final authority and may cancel rentals at any time. In such case advanced notice will be given, if possible.
6. The Applicant agrees that the Municipality of Southwest Middlesex 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 canceled.
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 renters home owners policy must be in effect.
9. Persons renting the premises are responsible for obtaining and providing proof of the following:
 1. Special Occasion Permit.
 2. S.I.P. (Server Intervention Program) Servers.
 3. 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 & building 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 ANY SECURITY DEPOSIT PAID.

NOTE: Arrangements must be made by the applicant to have rental key(s) picked up from the municipal recreation office, 138 Mill Street, Glencoe, (519)287-2839 at least 24 hours prior to the event and during regular office hours to ensure availability of rental keys. Arrangements may be possible by contacting the caretaker if this procedure is available.



Southwest Middlesex is a supporter of Smart Serve Ontario. We have recently purchased a Smart Serve Training Video and training will be offered to groups wishing to obtain certification under this program.

Smart Serve offers the following tips for planning a special event.

In planning your special event, it's 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 Smart Serve 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, and avoid serving a lot of salty snacks.
- Provide tasty non-alcoholic beverages for guests to drink. And if you're 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.
- Visit their website www.smartserve.ca for other ideas that will help you have a safe and successful event.

Smart Serve can be contacted directly at:

Smart Serve Ontario
5405 Eglinton Avenue, West
Unit 106, Box MM7
Toronto ON M9C 5K6
Telephone: 416-695-8737
Fax: 416-695-0684
Toll Free: 1-877-620-6082
E-Mail: general@smartserve.ca
Web Site: www.smartserve.ca