



SOUTHWEST MIDDLESEX ARENA

138 MILL STREET, GLENCOE, ON, N0L 1M0
TELEPHONE: (519)287-2839 FAX: (519)287-5165

RENTAL REQUEST FORM

GENERAL INFORMATION

Name of Lessee.....

Address.....

.....Postal Code.....

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

Secondary Contact Person.....

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

Group/Organization/Association.....

RENTAL INFORMATION

Number of Days.....Time Each Day.....

Start Date.....Finish Date.....

Ice Rental Rate \$. /hour

\$. G.S.T.

\$. Total Rate

TERMS OF CONTRACT

PayableAt FacilityIn AdvanceMonthly

Contract Approved By:.....

Facility Position:.....

I, the undersigned, have read, understand and agree to the terms and conditions in this contract which are stated on the reverse and hereby accept the same on behalf of the said members of the organization, team or association.

I acknowledge and agree that breach of any of the said conditions may result in the termination of the allotted ice time at the discretion of the Recreation and Facilities Manager.

Lessee Signature.....

ICE TIME POLICIES and CONDITIONS OF RENTAL

GENERAL

1. Rental of ice time is based on a "50" minute hour. (Ice surface floods, when deemed necessary, will be conducted during the last 10 minutes of the rented hour.)
2. The representative shall ensure that all members keep off the ice during the resurfacing thereof and shall not go on the ice until the resurfacing has been completed. Arena attendants have been instructed to leave the ice surface uncompleted if this policy is violated.
3. Teams must leave the ice surface promptly to help maintain our schedules.
4. The Arena will not be responsible for any lost or stolen goods or money, whether from a dressing room or elsewhere.
5. If you wish to play a game other than Pre-scheduled, the management must be notified 24 HOURS in advance, so an additional employee will be scheduled for duty.
6. The representative renting the ice shall be responsible for all damages caused to the building, grounds, chattels and equipment belonging to the arena, reasonable wear and tear considered. The said damages are to be repaired or paid for to the full satisfaction of the management of the Arena.
7. The Arena carries public liability and accident insurance for the protection of spectators and employees. The representative renting the ice shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of ice.
8. The Arena shall reserve the exclusive right to the sale of all food and beverage concessions within the Arena. The sale of or the solicitation of any tickets, goods or commodities of any nature whether charitable or otherwise, shall not be permitted within the Arena unless approval is obtained from the Arena management.
9. Bottled beverages, shall not be allowed in the Arena Facility.
10. No smoking is allowed in the Arena Facility – including dressing rooms.

FEES

1. Ice time rates and fees will be assessed at the current rates as established by the Municipality of Southwest Middlesex.
2. All rentals are payable prior to use of the ice, unless otherwise arranged with the management of the Arena. Employees are entitled to refuse rentals not paid before the start of the designated ice time.
3. All ice time accounts are due when rendered and are net thirty days. Any outstanding account beyond thirty days from the date of billing shall be assessed a late payment charge on the unpaid balance. Lack of payment will also result in a cancellation of any further ice time until account is paid in full.

CANCELLATIONS

1. The Arena may cancel ice time at any time in the event of Tournaments and Special Events. For other cancellation situations, the Arena management, whenever possible, will notify the representative 48 hours prior to the said canceled ice time. A scheduled list of such special events will be furnished to the lessee in advance.
2. If the representative wishes to cancel ice time on any particular day, the representative shall give 48 hours notice, by contacting the Arena Management (287-2839) at the Arena office between 8 a.m. and 5 p.m. If the required notice is not given the representative shall be responsible for payment of said ice time.
3. Any cancellations caused by storms and flooding, power failure, Act of God or business interruption caused by mechanical failure of the Arenas facilities, will be considered unavoidable and the representative will not be charged for cancellations of that nature.

DRESSING ROOMS

1. The representative shall ensure that the Dressing Rooms are vacated within 30 minutes of leaving the ice. The representative further ensures that the dressing rooms shall be left in a reasonably tidy condition.
2. The representative agrees that it is their responsibility to obtain a dressing room key from the Arena attendant. The Arena management may require a deposit of value from the representative to secure a dressing room key. It is the responsibility of the representative to lock all dressing room doors before going on the ice. Should a lock prove defective or unable to be locked, the representative shall notify the Arena Attendant immediately.