

CANTON - EAST FERRIS - TOWNSHIP

HALL RENTAL AGREEMENT

THIS AGREEMENT made between the CORPORATION OF THE TOWNSHIP OF EAST FERRIS (hereinafter referred to as "MUNICIPALITY" of the first part) and _____ (hereinafter referred to as "APPLICANT" of the second part).

In consideration of the "Municipality" leasing the East Ferris Community Centre Hall Corbeil Park Hall to the "Applicant" the parties hereto agree as follows:

1. **Responsibilities of MUNICIPALITY**

MUNICIPALITY is to provide the necessary staff to clean the hall prior to and after the event. MUNICIPALITY is to provide refrigeration for spirits brought to the hall by APPLICANT under his/her permit, lighting, washroom facilities and garbage bags.

2. **Responsibilities of APPLICANT**

APPLICANT renting the premises is responsible for obtaining his own special occasion permit. APPLICANT must provide adequate supervision during the event in order that uninvited persons do not attend. APPLICANT is responsible to seeing that no minors are served alcoholic beverages. APPLICANT must assign a person(s) to clear tables of glasses, bottles etc. throughout the entire event. APPLICANT is to serve all beverages in cups or glasses. No bottles are to be served or be allowed to be taken out of the hall premises.

APPLICANT is responsible for seeing that music is **stopped at 1:00 a.m. SHARP.**

APPLICANT is to have all persons off the premises by 1:30 a.m.

APPLICANT is to remove all evidence of the service and consumption of liquor by no later than 1:45 a.m.

APPLICANT is to return all keys immediately after the event.

APPLICANT is to arrange to have all unused liquor, wine or beer removed from the rented premises within 24 hours of the event. If the premises are being rented on the following date, all unused liquor, wine or beer is to be removed immediately after the event.

APPLICANT is responsible for any damages incurred during the event and understands that they will be charged for such damages and that such damages may prejudice future rentals.

APPLICANT is to ensure that all garbage bags are placed in the containers provided outside the building immediately after the event.

APPLICANT must comply with all liquor regulations and must follow Guidelines For Special Occassion Permit Holders attached as Appendix "A" and "B".

APPLICANT is to make sure that all dishes, pots and utensils are placed in respective cupboards and that the stoves and ovens are cleaned properly immediately after the event, is not to remove any pots, dishes, etc. from the kitchen area and is to provide his own containers for any leftover food.

APPLICANT is responsible for anything missing or not cleaned properly after the event and understands that he will be charged for such things as dirty dishes, pots, utensils, stoves, etc.

APPLICANT is to arrange for the placing of chairs and tables for and during the event.

3. A non-refundable deposit of \$100.00 is required at the time of booking the hall, or else the hall will not be reserved. The balance of the rental-fee is due and payable, in full, prior to your event.

I/WE, the undersigned, confirm that we have read and understand the responsibilities outlined in the above agreement and consent to duly carry out each and every one of these responsibilities. The "Applicant" furthermore understands that failure to comply to any of the above responsibilities may prejudice any chance of future rentals.

DATED THIS _____ DAY OF _____, _____)
IN THE TOWNSHIP OF EAST FERRIS,) APPLICANT
IN THE DISTRICT OF NIPISSING.)
_____) APPLICANT
_____) MUNICIPALITY PER
WITNESS) DIRECTOR
RECREATION/FACILITY) MANAGER

FOR OFFICE USE ONLY

Renting Party: _____ Basic Hall Rental.....\$
Address: _____ Kitchen Rental.....\$
_____ Bar Rental.....\$
_____ Tel: _____ Bartender(s).....\$
Date(s) Reserved: _____ Total Rental.....\$
(minus deposit).....\$
Nature of Event: _____ BALANCE OWING \$ _____

GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to reduce your group's risk of liability, the following guidelines have been adopted:

1. That those sponsoring an S.O.P. event in a municipally owned facility shall be required to have an insurance coverage package which in certain situations provides a minimum of one million dollars in liability insurance and in other situations, covers a greater dollar amount of liability as determined by the facility manager and the nature and size of the event.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the Facility Manager or his/her designate prior to the event.
3. The event sponsor must provide a list of trained workers at least two days prior to the event to the Facility Manager or his/her designate and the Facility Manager reserves the right to determine who can serve as a server or a floor and door monitor based on their experience and qualifications.
4. The event sponsor must prove to the Facility Manager that at least 30% of their stock is comprised of low alcohol beverages.
5. The only acceptable form of identification for admission to an SOP event will be:
 - a) The LLBO BYID (bring your identification card); or
 - b) An Ontario Driver's License; or
 - c) A Canadian Passport; or
 - d) A Canadian Citizenship card; or
 - e) A Canadian Armed Forces ID card; or
 - f) The LLBO's former ID card.
6. The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit and the Liquor License Act of Ontario.
7. The event sponsor is responsible for the event, and therefore must not have consumed any alcohol prior to or during the event.
8. All event workers must refrain from consuming any alcohol prior to or during the event.
9. Floor monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area and must be 19 years of age or older.
10. The Facility Manager, or his/her designate, reserves the right to use discretion depending on the nature and the size of the event, to request the presence of two (2) Police Officers; the cost of which will be borne by the sponsoring group or individual.
11. The event sponsor must ensure the physical setting is safe for all in attendance.
12. The event sponsor must ensure that patrons do not engage in activities that could harm them or others.
13. A worker must be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
14. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups with the exception of bottled wine during the dinner portion of an event.
15. The licensee is to abide by the rules and requirements of the Municipal Alcohol Policy.
16. An authorized representative of the Township of East Ferris, the Police Department or an inspector from the Liquor Board of Ontario has the right to enter any Special Occasion Permit event and take control if necessary at any time.
17. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
18. The maximum number of drinks purchased by one person per visit to the bar will be four.
19. During a ticket event, tickets must be purchased from designated ticket sellers with a maximum of eight tickets per purchase.
20. Unused tickets may be redeemed for cash at any time during the event.
21. There will be no last call.
22. The event sponsor and workers of a free bar event must abide by all the Municipal Alcohol Policy control measures.
23. Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
24. The event sponsor and workers must provide and encourage the consumption of food, low alcohol and non alcohol beverages.
25. The bar must close by 1:00 a.m. and the premises must be vacated at 1:30 a.m.

26. The ratio of event workers required by the event sponsor, as stated in the Municipal Alcohol Policy for all eligible municipal facilities and parks will be as follows:

MINIMUM NUMBER OR WORKERS FOR ALL EVENTS

Number of Participants	Bartenders	Floor Monitors	Total
0-50	1	0-1	1-2
50-100	1-2	1-2	2-4
100-200	2	2	4
200-400	2	2	4
400-600	3-4	3-4	7

APPENDIX "B"

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Township of East Ferris Municipal Alcohol Policy Guideline requirements for Special Occasion Permit Holders.
2. I understand that I/we must adhere to the conditions of the Township of East Ferris Municipal Alcohol Policy requirements and the requirements of the Liquor License Act of Ontario.
3. I/we understand that if I or other individuals at the event fail to adhere to the Township's Municipal Alcohol Policy, the Township will act accordingly. This action may include eviction, revocation of the Special Occasion Permit and the notification of local authorities.
4. I/we understand that I/we can be held liable for injuries and damages arising from the failure to adhere to the Liquor Licence Act of Ontario.
5. I/we agree to indemnify and hold harmless the Township of East Ferris, its agents and employees from and against any claims or actions brought against the Township of East Ferris as a result of the event sponsor/licensee occupying the Township's premises.

NAME

SIGNATURE

DATE

WITNESS

DATE