

**JOHNSON TOWNSHIP
HALL RENTAL AGREEMENT**

Community Centre **Gordon Lake Hall**

Date of Application: _____

Upstairs Hall

8:00 AM – 6:00 PM

\$20.00* / Hour

\$50.00* ½ Day

\$80.00* Full Day

\$10.00* /hr With Ice Rental

\$150.00 Evening Rental

*Plus GST

Arena Floor

Evening Rate* \$295.00

Occupant Load: 406

Gordon Lake Hall

\$50.00 Flat Rate

P.A. System \$30.00*

Liquor Dispenser \$15.00*

Chair & Table Set up & Take Down

Arena Staff \$15.00 per Hr. 1 hr Min

Other Requirements(no Charge)

Tables Chairs Buffet Stage Bar

Kitchen Light Service \$20.00*

Use of general kitchen area for the preparation of coffee/tea (no use of dishes/dishwasher/refrigeration)

Kitchen Light Service \$50.00*

Use of general kitchen area for the preparation of coffee/tea with the use of dishes/dishwasher and refrigeration.

Kitchen Full Service \$75.00*

Use of the kitchen facilities including cooking grills, surfaces, dishes and cutlery.

Lessee must provide all their personal condiments, dish soap and drying cloths

LICENSED **UNLICENSED**

SECURITY DEPOSIT

A security deposit of \$75.00 (post dated cheque) is required in addition to the rental fee.

The deposit will be returned if the following conditions have been met:
-Tables & Chairs returned to proper storage area (na if Arena Staff is hired for this)

-Garbage bagged and placed in outside bin

-Floor swept clean of spills etc - ready for scrubbing

- Washrooms check for running water and toilets flushed

-All of the facility must be left free from damage

EVENT DATES:

YR _____ MM _____ DD _____

YR _____ MM _____ DD _____

YR _____ MM _____ DD _____

EVENT HOURS:

From _____ To _____

From _____ To _____

From _____ To _____

ORGANIZATION REPRESENTED: _____

APPLICANTS NAME: _____

MAILING ADDRESS: _____

TOWN: _____ **POSTAL CODE:** _____

TELEPHONE:(home) _____ **(business)** _____

TYPE OF EVENT: _____ **NUMBER OF PARTICIPANTS:** _____

Security deposit : Check # _____

Fees: _____

GST 5%: _____

Received on Account: _____

Balance Due: _____

**JOHNSON TOWNSHIP
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EVENTS WITH ALCOHOL: SPECIAL OCCASION Permit Number (from LCBO) _____
INSURANCE INFORMATION: Policy # _____ Amt of Coverage _____ Agent/Company _____
NAME(S) OF TRAINED SERVERS: _____ _____ _____

CANCELLATION TERMS: The lessee will forfeit the security deposit unless 72 hours cancellation notice has been given.

I, the undersigned, have received and am aware of the rules and regulations and agree to the TERMS AND CONDITIONS (see Attachment 1) in this contract.

LESSEE 'S SIGNATURE

JOHNSON TOWNSHIP

Dated this _____ day of _____, 2009.

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TERMS & CONDITIONS 2009

ARRANGEMENTS MUST BE MADE AT THE TOWNSHIP OFFICE TO OBTAIN KEYS.

DEPOSIT AND SIGNED RENTAL APPLICATION

MUST BE COMPLETED AND BE RECEIVED IN ADVANCE AT THE JOHNSON TOWNSHIP OFFICE.

PRIOR TO A LICENSED EVENT HALL RENT MUST BE PAID AT THE TOWNSHIP OFFICE WITH A COPY OF THE SPECIAL OCCASION PERMIT AND PROOF OF LIABILITY INSURANCE. (THE RENTEE IS RESPONSIBLE FOR OBTAINING THEIR OWN LIABILITY INSURANCE). THE COMMITTEE HAS THE AUTHORITY TO REQUEST A COPY OF A SECURITY CONTRACT IF DEEMED NECESSARY.

NO MINORS TO BE ADMITTED TO ANY LICENSED EVENT UNLESS SO STATED ON THE SPECIAL OCCASION PERMIT. (EXAMPLE-WEDDING RECEPTIONS, ANNIV.)

- CLEANUP:** (A) CLEAN UP BAR AREA. LIQUOR AND BEER IS TO BE REMOVED FROM THE HALL WITHIN 3/4 OF AN HOUR AFTER THE TIME OF CLOSING ON PERMIT.
(B) CLEAN UP KITCHEN
(C) CLEAN TABLES, REMOVE GARBAGE TO OUTSIDE BIN.
(D) LEAVE FLOOR CLEAN READY FOR SCRUBBING
(E) WASHROOM CHECKED NO RUNNING WATER / FLUSHED TOILETS
(F) FACILITY IS LEFT FREE OF ANY DAMAGE

**DEPOSIT WILL BE REFUNDED AFTER
ALL OF THE ABOVE REGULATIONS ARE MET**

JOHNSON TOWNSHIP RECREATION COMMITTEE RESERVES THE RIGHT TO DENY ANY FURTHER REQUEST FOR RENTALS TO ANY ORGANIZATION OR PERSON IF THEY MISUSE RECREATION FACILITIES OR VIOLATE THE L.L.B.O. OR **MUNICIPAL ALCOHOL POLICY REGULATIONS.**

DAMAGE INCURRED TO THE FACILITY AND/OR CONTENTS RE THE ABOVE RENTAL ARE THE RESPONSIBILITY OF THE RENTEE.

PHONE CHARGES INCURRED DURING THE TIME THE FACILITY IS RENTED WILL BE THE RESPONSIBILITY OF THE RENTEE.

IF RENTAL IS A LICENSED EVENT, A MEMBER OF THE COMMITTEE WILL BE IN ATTENDANCE. ATTENDANCE AT A NON LICENSED EVENT WILL BE AT THE DISCRETION OF THE COMMITTEE.

ALL APPLICATIONS ARE SUBJECT TO THE APPROVAL OF THE COMMITTEE.