



POINTE AU BARIL COMMUNITY CENTRE
RENTAL APPLICATION

SECTION A: ORGANIZATION INFORMATION

- Private Function Community Group / Function
 Fund-raising Event Non-Profit Event

Name(s)

Address

Billing address (if different than above)

Phone Number:

Email:

SECTION B: BOOKING INFORMATION

Purpose of Function: Single Use Multiple Use

If multi-use, please specify if it is weekly or monthly:

Space Requested (check all spaces required)

Multi-purpose Room Main Hall Bar Kitchen Deck (seasonal)

Start Date:

Finish Date:

Set up time required: Yes No

Start Time:

Finish Time:

Setup date:

Setup time:

Number of attendees:

Will alcohol be sold or distributed? Yes No

Special Occasion Permit Number (**See Appendix A**):

Insurance Provider:

(attach Proof of Liability Insurance - \$5 Million Liability required)

SECTION C: EQUIPMENT REQUESTS

Tables Tablecloths Chairs Coffee urns Cups/Saucers Dinnerware

Flatware Stage Podium PA Mic/Stand Projector screen TV monitor

Please provide a sketch of the event layout:
Include what type of tables (rectangular, circle, square)

SECTION D: FACILITY AWARENESS TRAINING

(To be completed by Township of The Archipelago staff)

- staff contact / emergency phone numbers list
- location of first aid kits and AED (automated external defibrillator)
- location of emergency exits
- location of fire extinguishers
- location of light switches
- location of washroom facilities
- location of cleaning supplies
- closing procedures

SECTION E: FEES

Private Functions

- Main Hall \$ 160.00
- Main Hall, Kitchen or Bar \$ 210.00
- Main Hall, Kitchen and Bar \$ 260.00
- Multi-Purpose Room \$ 25.00 per hour
- Weekend – Special Event \$ 950.00
(Entire Facility - 1:00pm on Friday to 12:00pm on Sunday)

Community Groups – Fund-Raising / For Profit Events

- Main Hall \$ 80.00
- Main Hall, Kitchen or Bar \$ 105.00
- Main Hall, Kitchen and Bar \$ 155.00
- Multi-Purpose Room \$ 50.00

Community Groups – Non-Profit Events

- Main Hall No charge
- Main Hall, Kitchen or Bar No charge
- Main Hall, Kitchen and Bar No charge
- Multi-Purpose Room No charge

Cleaning Fees

- < 50 persons \$ 60.00
- 50 – 100 persons \$ 110.00
- > 100 persons \$ 160.00
- If Tablecloths Used \$ 75.00 additional

- Damage Deposit \$ 250.00 (refunded if no damage incurred)

REFUNDS

Written notice of cancellation received <u>at least 30 days</u> prior to date of function	100% refund
Written notice of cancellation received <u>15 - 20 days</u> prior to date of function	50% refund
Written notice of cancellation received <u>14 days or less</u> prior to date of function	No Refund
No notice of cancellation received	No Refund
Damage Deposit & Set-Up and Cleaning Fees, regardless of date of cancellation	Full Refund

SIGNATURES / AUTHORIZATION

Signature of Applicant	Date
------------------------	------

TO BE COMPLETED BY TOWNSHIP STAFF:

- | | |
|---|---|
| <input type="checkbox"/> 25% of Booking Deposit Received | <input type="checkbox"/> Damage Deposit Received |
| <input type="checkbox"/> Copy of Special Occasions Permit (if applicable) | <input type="checkbox"/> Proof of Insurance (\$5 Mil Liability) |
| <input type="checkbox"/> Checklist for Licensed Events | <input type="checkbox"/> Contract Completed |

NOTES:

GENERAL CONDITIONS

This agreement is subject to the following general conditions which are agreed to by the Applicant.

1. That this application may not be considered for acceptance by the Township unless made and signed at least TWO WEEKS prior to the proposed date of the function. Tentative bookings will be honoured by the Township for only 48 hours.
2. To pay, at the signing of this Application, a non-refundable deposit which, in the discretion of the Township, may amount to a portion of or all of the Basic Charge;
3. Unless notification of any cancellation is received in writing from the Applicant at least ONE WEEK prior to the date of the function, the balance of the Basic Charge is due and payable to the Township;
4. (a) Where additional cleaning of the Premises is deemed to be necessary by the Township, to pay the Township a Clean-up Charge in such amount as is determined by the Township;
- (b) To set up and assemble the furnishings as required. Township staff will ensure furnishings are available outside of the storage room for the applicant to set up.
- (c) To return the Premises back to the general conditions of cleanliness and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles; that kitchen counter tops and sinks will be left clean; and that tables and chairs will be repositioned as found or as otherwise directed by the Township.
5. (a) To be responsible for any damage incurred to the Premises or Township property as a result of any act or omission of the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function and, in the event of such damage, to pay the Township a Damage Charge in such amount as is determined by the Township; and
- (b) To check the Premises for any damage and report same to a Township Employee of the Facility prior to the commencement of the function,
6. With respect to a function on a single date, to pay to the Township the balance of the charges due within 30 days following the date of billing;
7. To pay all charges due to the 'Township of The Archipelago';
8. That the Township shall not be liable for any damage to or loss of any property brought into the Premises in conjunction with the function by the Applicant or the Group named hereon or their members, officers, employees, agents, or contractors or any person who attends the function;
9. To supervise and control all persons in attendance at the function and to restrict such persons to the Premises;
10. To abide by the capacities for persons posted or made known for the Premises. Occupancy capacity is specified at Main Hall: 186, Deck: 56, Multi-purpose room: 26;
11. Not to contravene any statutes or regulations of the Province of Ontario, Canada, or any By-Laws of the Township;
12. To uphold the values of respect and integrity to all patrons, including Township staff. Failure to do so may result in the immediate removal from the facility with no recouperation of lost booking time.
13. Any function that involves preparing and/or providing food and/or beverages, must obtain approval from the North Bay Parry Sound District Health Unit and must adhere to all Health Unit requirements with respect to, but not limited to, food preparation regardless of whether or not it is free of a fee charged, the Applicant is responsible for storage and handling;
14. For a licensed function, to obtain a proper licence from the Liquor Licence Board of Ontario, to provide and deliver all liquor and equipment necessary for the sale and consumption of liquor, to enforce and abide by all regulations governing the sale and consumption of liquor, to remove all remaining liquor and equipment provided immediately following the function and to bear all costs relating to the above;
 - a. No alcohol will be delivered to the facility until the day of the event.
 - b. Last alcohol ticket sale is no later than 12:30am.
 - c. Events must end no later than 1:00am.
 - d. All alcohol must be off the premises no later than 45 minutes after event end time.
 - e. Premises must be vacated by 2:00am.
 - f. Review the Municipal Alcohol Policy and complete the 'Event Organizer Checklist for Liquor Licensed Events'.
15. There is no expectation of event organizer to provide meals to Township staff.
16. Events must conclude no later than 1:00am.
17. For all events, food and beverages must be off the premises within one hour of event end time.
18. No lottery schemes of gambling activity is permitted on the premises without a lottery licence as provided in Section 206 and 207 of the Criminal Code of Canada. Please contact the municipal office at 705-746-4243 for further information;
19. The Township reserves the right to cancel this Agreement upon notification to the Applicant at least ONE WEEK prior to the date of the function, in which event any deposit paid shall be refunded to the Applicant and the Township shall not be liable to the Applicant for any loss or damages.
20. To refrain from the use of confetti on the Premises;
21. To provide any pay for police or security officers, if required by the Township, in such numbers and with such indemnification as is acceptable to the Township;
22. To protect, defend, indemnify and save the Township harmless from all claims, actions and proceedings including any costs and expenses incurred by the Township thereby, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the function as a result of any act or omission of the Applicant or Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function.
23. If required by the Township,
 - (a) To take out with an insurer licensed to carry on business in Ontario, at the expense of the Applicant, a comprehensive policy of the public liability and property damage insurance acceptable to the Township providing insurance coverage in

respect of any one accident to the minimum limit of Five Million Dollars (\$5,000,000.00) exclusive and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property arising in connection with the function as a result of any act or omission of the Applicant or Group names hereon, their members, officers, employees, agents or contractors; Such policy shall name the Township as an additional insured as its interest may appear and the Applicant shall provide a certified copy of the policy or a certificate thereof to the Township before the date of the function; and

I have read this Application and hereby covenant and agree to all of the general and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Township in accordance with the conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Township.

Applicant

Witness

Date

In consideration of the covenants made by the Applicant, I hereby accept this Application on behalf of the Township so as to permit the Applicant the right to use the Premises at the time or times specified in the Application.

Township Representative

Witness

Date

Appendix A: Event Organizer Checklist for Events with Alcohol

This checklist must be signed and submitted to the Township of The Archipelago with all supporting information at least one week prior to the event.

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Attendance: _____
5. Name of event organizer (the person and/or group sponsoring/hosting this event):

6. Will persons under 19 years of age be attending this event: Yes No

7. Name of Special Occasion Permit (SOP) holder and all official designates:

SOP Holder

Name:

Phone:

Email:

Official Designates

Name:

Phone:

Email:

Name:

Phone:

Email:

8. A copy of the SOP permit has been provided: Yes *Date Received:*

9. Proof of liability insurance has been provided: Yes *Date Received:*

10. The safe transportation strategies that will be used at this licensed event are:

a) _____

b) _____

c) _____

11. List the names and certification numbers of the Smart Serve trained event workers for this licensed event:

Name and Certification Number (Proof of certification must be available on request)

a) _____

b) _____

c) _____

d) _____

e) _____

I have received, read and understand all of regulations and I, as well as event workers, will observe and obey all policy regulations during this event. I hereby acknowledge that if there is anything that I do not understand with respect to this Policy, it is my responsibility as the event organizer and/or Special Occasions Permit holder to contact the Township of The Archipelago to obtain clarification and understanding.

Print Name of Event Organizer

Signature of Event Organizer

Date

Print Name of SOP Holder

Signature of SOP Holder

Date