

**CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**

**DRUMMOND HALL RENTAL AGREEMENT**

**APPLICATION**

**Hall Capacity - 48**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address for Deposit Refund: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Type/Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Number of Hours \_\_\_\_\_

AGREEMENT: We have read the rules and regulations of the Township pertaining to rental permits, and we agree to observe them. Failure to comply with the rules and regulations will result in the forfeiture of the security deposit. We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL**

Fees Paid \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_

Yes ☐

No

Signature of Township Representative: \_\_\_\_\_

Date: \_\_\_\_\_

The key for the hall must be picked up at the Municipal Office during regular business hours. The key is available for pickup 3-5 business days prior to the rental date. The key must be returned to the Municipal Office.

## RULES AND RESPONSIBILITIES

Fees			Deposit
<b>FULL DAY</b>			
Non-Resident	Any function	\$125.00	\$50.00
Township Resident	Any function	\$100.00	\$50.00
Local Nonprofit Organization or Charitable Group		At the discretion of the Rental Authority	\$50.00
<b>HALF DAY - 4 ½ Hours or less</b>			
Non-Resident	Any function	\$75.00	\$50.00
Township Resident	Any function	\$50.00	\$50.00
Local Nonprofit Organization or Charitable Group		At the discretion of the Rental Authority	\$50.00

*\* Preference will be given to Township Residents; rental may be permitted to non-residents at the discretion of the Chief Administrative Officer*

1. Early submission of rental agreements is encouraged to ensure the hall is available. Reservations can only be made up to one year in advance.
2. Full payment for the rental must be received a minimum of 21 days prior to the rental. 14 days notice of cancellation is required for a full refund.
3. The contact person (s) shall be in attendance for the duration of the function.
4. All of our facilities are non-smoking. Smoking/vaping is permitted outdoors a minimum of 9 meters away from entrance/exit doors. No unauthorized alcohol/drugs shall be permitted in the hall or on the premises.
5. The consumption of alcohol is **NOT** permitted at Drummond Hall.
6. All of our facilities have capacity ratings which must be adhered to and exit doors shall remain unblocked at all times.
7. No exposed candles shall be used.

8. **Use of confetti/sprinkles inside the hall is prohibited.** Cleaning/security deposit **will** be forfeited.
9. Use of inflatables is prohibited, both inside and outside of the hall.
10. Kitchen facilities are available at all the halls. If the kitchens are used, they shall be left clean and tidy. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
11. If the tables and chairs are used, the lessee shall clean the furniture, stack and return it to its original location.
12. **The lessee is responsible for the pickup and removal of all garbage and recyclables from the hall** that is generated by their activity.
13. Temporary decorations may be displayed in the hall during the event provided each can be removed without any mark or damage to the hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. No items or decorations shall be left in the hall without approval.
14. The Township accepts no responsibility for any items left in the hall by the lessee, their organization members or function attendees.
15. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the rental authority.
16. The lessee agrees that all events will be finished by 10:30 pm, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 11:00 pm, unless special permission has been obtained in advance.
17. Prior to leaving the building the lessee shall return the heat the original setting, turn off the lights and close all doors. The lessee is responsible for securing the building after the rental.
18. The lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the lessee or anyone attending on the invitation of the lessee.
19. In the event of a problem with the facility (EG. water not running, electrical problems etc.,) immediately notify the facility custodian (number posted in the hall) who has the authority to take immediate action.

**RENTAL DOCUMENTATION:** (To be completed in duplicate) Original signed copy maintained by the Municipality.

### STATEMENT OF LIABILITY

1. I/We, the undersigned have read the Rental Agreement Rules and understand the terms and conditions of this facility rental agreement. I/We also agree to abide by this agreement and take full responsibility for the rental and or use of this facility. I/We will indemnify and save harmless the Township of Drummond/North Elmsley, its directors, officers, employees and or volunteers from and against all claims, demands, loss, costs, damages, actions, and suits or other proceedings by whomever made, sustained, brought or prosecuted in any manner, based upon, occasioned by, or attributable to any injury or damage arising or resulting from any act, omissions or due to circumstances beyond the control or myself/our organization, its officers, employees or agents in using the said premises.
2. The permit holder shall comply with all Municipal, Provincial and Federal laws that may apply to the function for which the permit was issued.

Renters Signatures\_\_\_\_\_

Name of Organization (If Applicable) \_\_\_\_\_

Facility Dates Required\_\_\_\_\_

Hall Rental Authority Signature.\_\_\_\_\_

**Please note NO PARKING in front of the Garage Bay Doors or the Fuel Pumps as our public works crews must have access to these at all times.**

Office Use Only:

- ☐ Fee
- ☐ Security Deposit
- ☐ Copy of Special Occasion Permit (*if required*)
- ☐ Copy of Insurance (*if required*)