

# Facility Rental Agreement

The Corporation of the Township of North Kawartha  
P.O. Box 550, Apsley, Ontario K0L 1A0  
705-656-4922

I, \_\_\_\_\_, hereinafter called the Applicant for  
(group/organization) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

hereby apply to rent the facility indicated below from The Corporation of The Township of  
North Kawartha for the purpose of: ( **type of event / function / # of guests** )

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Facility Name	Date	Time
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## Applicant Requirements

**Alcohol:** The proposed event will be LICENSED \_\_\_\_\_ Or UNLICENSED \_\_\_\_\_

\* If a Licensed event, Alcohol Liability Insurance Required. Please refer to clause 9 on back of  
agreement and Alcohol and Gaming Commission Special Occasion Permit Guidelines. \_\_\_\_\_  
Initials

**Lottery Licence:** Does the proposed event require a Lottery Licence? Yes \_\_\_\_\_ No \_\_\_\_\_

\* Please refer to clause 10 on back of agreement for more details. \_\_\_\_\_  
Initials

**Details / Requirements:** (Eg. parking plan, event lay-out, changes rooms, etc.)

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## FEES:

Hall Rental Charge: \_\_\_\_\_ \$ \_\_\_\_\_

Ice Surface Charge: \_\_\_\_\_ \$ \_\_\_\_\_

W.P. Park Rental Charge: \_\_\_\_\_ \$ \_\_\_\_\_

Kitchen and/or Bar: \_\_\_\_\_ \$ \_\_\_\_\_

Other (Damage/Cleaning etc.): \_\_\_\_\_ \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**HST (13%)** \$ \_\_\_\_\_

**TOTAL CHARGES** \$ \_\_\_\_\_

APPLICANT'S SIGNATURE: X \_\_\_\_\_ Date: \_\_\_\_\_

\* I have read and received a copy of this agreement including the terms and conditions on back.

# Township of North Kawartha

## Terms and Conditions of Facility Rental Agreement

- 1) That this application will be considered on a first come, first serve basis and type of event proposed and deposit may be required.
- 2) All fees are payable at the North Kawartha Community Centre or the Municipal Office prior to the event being held.
- 3) Unless notification is received from the applicant by the Parks and Recreation Department at least 72 HOURS prior to the event, full rates will be invoiced. Inclement weather will be given consideration as an exception for certain events.
- 4) The applicant will be responsible for returning the premises back to the general conditions 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, sinks and appliances will be left clean; and that ALL TABLES AND CHAIRS BE REPOSITIONED AS FOUND.
- 5) Applicant to check the premises prior to the commencement of the rental for any damage and report same to a Township Representative.
- 6) The applicant shall 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 herein or their contractors or any person who attends the function. In the event of such damage, to pay a Damage Charge in such amount as is determined by the Township.
- 7) 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 Group named herein or their members, officers, employees, agents or contractors or any person who attend the function.
- 8) **That the Applicant discharges the Township, it's committee members and employees from all actions, claims and demands, that they or anyone attending their function may have for any injury or damage arising directly or indirectly from their event.**
- 9) **For an event where alcohol is made available,** the Applicant shall obtain all proper licenses (Special Occasion Permit) and comply with any Municipal Alcohol Procedures. These procedures shall include but are not limited to; smart-serve trained bartenders, use of plastic cups for all drinks, drink tickets to be sold separate from bar, 4 drink tickets maximum per purchase, no last call, proper signage posted, provide food and non-alcoholic beverages and adhere to other related Alcohol and Gaming Commission of Ontario Rules / Requirements. **The following times shall be adhered to: Bar Ticket Sales to Stop by 12:30am. Bar to close, music to stop and banquet hall lights on, no later than 1am. Facility vacated by 1:30am.**  
A copy of the Special Occasion Permit, Alcohol Liability Insurance and Smart-Serve Trained Bartenders, shall be provided to the Township prior to the event.
- 10) **Lottery Licence:** All events where fundraising games are planned or lottery type tickets are sold, may require a Lottery Licence issued by the Lottery Licence officer, which may be obtained at the North Kawartha Municipal Office. Please allow 30 days for the application and approval process. The Lottery Licence shall be posted as required under the regulation.
- 11) That the applicant will be responsible for adhering to the occupancy load of the Community Centre that they are renting. The following are the occupancy loads for each Community Centre;  
North Kawartha Community Centre : Banquet Hall - 325 Persons  
Arena Floor ( No Ice ) - 1000 Persons  
Wilson Park Community Centre - 110 Persons  
Glen Alda Community Centre - 60 Persons  
Failing to do so could result in immediate termination of the event.
- 12) For ice surface rentals, the dressing rooms will be available 30 minutes prior to ice time and must be vacated 30 minutes after rental. Failing to do so will result in an hourly charge equal to the ice time rental. 10 minutes shall be deducted at the end of each rental for ice resurfacing.