

# 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 of 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 12:30 am. Bar to close, music to stop and banquet hall lights on, no later than 1:00 am. Facility vacated by 1:30 am.**  
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.