

SPRUCEDALE COMMUNITY CENTER

HALL RENTAL AGREEMENT

Deposit: A deposit of 50% of the rental is required to reserve the hall. Any remaining balance is due on or before the last business day prior to the event. The deposit is fully refundable if cancellation is made 14 days prior to the rental date. If cancelled within the 14 days, the deposit will be forfeited.

Rental: The renters are responsible for all set up as well as the conduct and supervision of all persons admitted to the community center. **\$100 for Saturday rentals and \$50 for any other day. An additional \$75 for use of the kitchen.** Charge is per event, not per hour. **A cleaning deposit of \$75 is charged and will, in part or in full, take care of all cleaning.** However, to reclaim part or all of your cleaning deposit, these items will contribute: tables and chairs wiped and put back on trolleys; wet or dry spills need to be cleaned up and the main event area is to be swept and mopped if necessary. The hall foyer, kitchen and washrooms must be swept and mopped. Carpeting must be vacuumed if not clean. Washrooms must be cleaned and toilets flushed. All countertops in kitchen must be properly cleaned. Cutlery and dishes must be washed, dried and returned to its proper place. All garbage is to be placed in clear bags and taken to the landfill site for disposal. (If you are not a resident, a landfill key will be lent to you). Stove must be cleaned according to cleaning instructions. Our custodian or township office staff will evaluate the centers condition after the event to determine if any extra cleaning will need to be done. We are proud to provide our facility in as clean and sterile condition as possible. Smoking is not permitted.

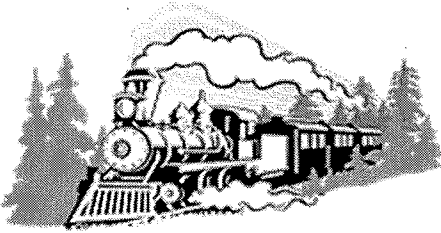
Decorations: Decorations may be temporarily fixed to walls, floors or ceiling. However, under no circumstances are holes permitted in walls or ceiling. The renter is responsible for any loss or damage to the Community Center or its contents, including paint removal as a result of tape removal.

Key: The access key is to be picked up from the township office during normal business hours and must be returned the next day. \$50 charge for loss of key.

Alcohol: If alcoholic beverages are to be served on the premises, the renter must obtain a valid Special Occasion Permit from the LCBO as well as liability insurance certificate in the amount of \$2,000,000 to cover the event, listing Sprucedale Community Center and the Township of McMurrich/Monteith as the named insured. Your personal insurance company may be able to provide this coverage. However, the best source we have found for this coverage is Ron Holinshead at Moller Insurance in Huntsville at (705) 789-4222. Copies of these documents must be presented to the Township office no later than 14 days prior to the event date. Faxes or emailed copies are acceptable. All bar servers must have a Smart Serve certificate. The hall capacity is 194 people. Alcohol is only to be served and consumed in the area that the liquor licence has been obtained for and the bar must be attended at all times. The renter is responsible for supplying their own bar cups and tickets.

Sound System Rental: Renting the sound system is \$75 for the event plus \$75 for the deposit. This has an ipod attachment and a microphone. The microphone can be rented separately for \$20 plus a \$20 damage deposit.

Contact Info & Deposits: Please contact the township office at (705) 685-7901 for additional information.



TOWNSHIP OF McMURRICH / MONTEITH SPRUCEDALE COMMUNITY CENTRE

Hall Rental Agreement

31 William Street Sprucedale, ON
P0A 1Y0

COMMUNITY HALL RENTAL APPLICATION INFORMATION

Applicants Name:		
Current address:		Main Phone:
City:	Prov:	Postal Code:
Email Address:		
As valued customers, the Township of McMurrich / Monteith requests your consent to allow us to send you important information and announcements from the Corporation. Your consent is required to comply with the new Canadian Anti-Spam Legislation (CASL)		Consent Given <input type="checkbox"/> Consent Not Given <input type="checkbox"/>

EVENT DETAILS

Event Name:		
Date (s) Required:		Total Amount Paid:
Time Required	Start:	End:
Expected Attendance:		
Hall Rental:	Saturday Rental \$100.00 <input type="checkbox"/>	Specify Other Day \$50.00 _____ <input type="checkbox"/>
Kitchen Use:	Yes \$75.00 <input type="checkbox"/>	NO <input type="checkbox"/>
Cleaning Deposit:	This is Mandatory \$75.00 <input type="checkbox"/>	Check if Deposit Paid – Cash or Separate Cheque

ADDITIONAL INFORMATION

50% deposit is due to reserve the hall. Any remaining balance is due on or before the last business day prior to the event. The deposit is fully refundable if cancellation is made 14 days prior to the rental date. If cancelled within the 14 days, the deposit will be forfeited. **Lost Key: \$50.00**

Sound System Rental: \$75.00 for the event plus an additional \$75.00 for the deposit. This includes the iPod attachment and a microphone. The mic can be rented separately for \$20 plus a \$20 damage deposit.

A Landfill key will be lent to all non-residents

INSURANCE INFORMATION

If alcoholic beverages are to be served on the premises, the renter must obtain a valid Special Occasion Permit from the LCBO as well as a liability insurance certificate in the amount of \$2,000,000 to cover the event, listing Sprucedale Community Centre and the Township of McMurrich / Monteith as the named insured. Your personal insurance company may be able to provide this coverage. Copies of these documents must be presented to the Township office no later than 14 days prior to the event date. Faxes and / or emailed copies are acceptable. All bar servers must have a Smart Serve certificate. The hall capacity is 194 people. Alcohol is only to be served and consumed in the area that the liquor license has been obtained for and the bar must be attended at all times. The renter is responsible for supplying their own bar cups and tickets.

Contact Information: Township Office 705.685.7901

I have read over the attached Rules and Regulations of this application, and agree to confirm thereto and be strictly bound thereby.

Renters Signature: _____ Date: _____

CUSTODIAL INSPECTION Signature _____	All OK _____	Yes _____	No _____
Comments _____			
Attach Separate Sheet if Needed.			

SPRUCE DALE COMMUNITY CENTER

HALL RENTAL AGREEMENT

Cleaning Checklist:

- Tables and chairs damp wiped and placed back on trolleys
- Wet or dry spills need to be cleaned up
- All floors must be swept
- Kitchen, foyer and bathrooms must be cleaned and mopped
- Carpet to be vacuumed if not clean
- Dish towels are for dishes and cutlery only. Please do not use as cleaning rags.
- All work surfaces in kitchen to be cleaned and sanitized
- All dishes and cutlery, washed and put away
- Coffee urns must be emptied, washed & dried with paper towel. Lids left ajar
- Coffee grounds in garbage, never down sink drain
- No excess food, sauces or fat put down drains. Put in containers and garbage
- Grill cleaned following instructions
- Take your food from refrigerators and freezers and remove from premises
- All garbage in clear bags, cardboard and recyclables collected and taken to landfill site for disposal.
- Please put everything back where you found it.

Closing up Checklist:

- Ensure all elements and ovens are turned off (pilot light to be left on)
- Bathroom lights turned off
- All inside lights turned off
- Accessibility switches on exit doors to center "off" position
- Key returned to township
- Ensure all windows and doors are locked.