

# 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.

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Type of Event and/or Group this rental is for: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Full Name of Renter Responsible for Event (Print): \_\_\_\_\_

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

Estimated Attendance: \_\_\_\_\_

Agreed Rental Date(s): \_\_\_\_\_

Hall Rental(s) (\$100/\$50): \_\_\_\_\_ +

Use of Kitchen (\$75): \_\_\_\_\_ +

**\*\*\*Stereo Charge on separate sheet \*\*\*\***

Cleaning Deposit (\$75) (mandatory): + \_\_\_\_\_ = Total: \_\_\_\_\_

All payments are to be made to the Township of McMurrich/Monteith at the Municipal Office on or before the last business day prior to the event. Payments by cash or cheque will be accepted.

As a reminder, if alcohol is to be served, an application to LCBO for a Special Occasion Permit and a Liability Insurance Certificate is to be obtained for your event. These must be available not less than 14 days ahead of the event as proof for the event to take place.

As much cleanup as you can is needed to get any or all of the cleaning deposit back. We are picky about the cleanliness of our facility with regard for the next renter. Inspection will be done shortly after your event.

The Township is willing to help you with advice on details of what is available for you to do and use for activities, kitchen operation, liquor permit application, cleaning standards and equipment, etc. However, YOU are fully responsible for your event and the condition in which the facility is left.

Signature of Renter Responsible for Event: \_\_\_\_\_

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

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### **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.