

Contract #:

Customer Acct #:



**Brooke-Alvinston-Inwood Community Centre Complex  
Auditorium Rental Agreement**

3310 Walnut Street, Box 28 Alvinston, Ontario, N0N 1A0

Municipal Office: 519-898-2173

BAICCC Office: 519-898-2150

Fax: 519-878-5653

Email: rentals@brookealvinston.com

Contact Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

2nd Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

3rd Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Deposits Due At Signing**

1) \$225 Booking Deposit  
(For Each Booking)

2) \$250 Damage Deposit  
(Dated Two Weeks Prior to Event)

**CONDITIONS OF THE AGREEMENT**

The undersigned agrees to leave the property and its contents in the same condition in which it was found and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to the Municipality of Brooke-Alvinston.

Additionally, the undersigned agrees to indemnify, defend and hold harmless the Municipality of Brooke-Alvinston from any and all claims for bodily injury, property damages, losses, law suits and costs that may arise out of or in connection with this Agreement and use of the premises.

Bookings have to be at least 30 days in advance of the event unless approved by the Parks and Recreation Supervisor. The Parks and Recreation Supervisor can decline, cancel, or reschedule bookings at any time.

**BOOKING DEPOSIT**

A booking deposit of **\$225.00** is required upon signing of the Rental Agreement **for each booking**. The deposit can be paid by cash, cheque, or debit at the Municipal Office, or by cash or cheque at the BAICCC to secure your booking date request. Make all cheques payable to the Municipality of Brooke-Alvinston.

**DAMAGE DEPOSIT**

A damage deposit of **\$250.00** is required upon signing of the Rental Agreement (cheques can be post-dated for two weeks prior to the first event). The deposit can be paid by cash, cheque, or debit at the Municipal Office, or by cash or cheque at the BAICCC to secure your booking date request. Make all cheques payable to the Municipality of Brooke-Alvinston.

The deposit is refundable given the property and its contents are in the same condition in which it was found and there is no damage to the building and/or loss or damage to any equipment belonging to the Municipality of Brooke-Alvinston. This deposit may be used to pay off any remaining amounts owed on the rental.

### ANNUAL BOOKINGS

Customers that book the auditorium on the same day(s) on an annual basis must sign a new contract each year to secure their booking. Customers can also sign one contract for multiple bookings for the entire year. This will create one contract and one damage deposit for that year. There will need to be a separate booking deposit for each booking. This includes bookings that occur over consecutive days.

### MULTIPLE BOOKING CUSTOMERS – DEPOSITS

Customers that use the facility on a regular basis or more than one time in a 12 month period can pay 1 damage deposit of \$250 that will stay on their account for events in the future. The damage deposit is due upon signing the rental agreement or by cheque dated two weeks prior to the first booking. If the damage deposit is used for any reason, the customer will need to replenish the deposit to the full amount within 30 days or before the next booking.

Each booking requires a separate booking deposit paid when the contract is signed. This includes bookings that occur over consecutive days. Tentative bookings are not allowed.

### RENTAL FEES

Rental rates can be found in the Municipal Rental Rates By-Law.

\*\*Rates are subject to change at council's discretion.

### CANCELLATIONS

The Municipality of Brooke-Alvinston must be notified via email to [rentals@brookealvinston.com](mailto:rentals@brookealvinston.com) for all cancellations and be made with more than 180 days' notice. If less than 180 days' notice is given, the booking deposit will be forfeited unless the hall is booked for the same day, time, and cost.

The customer will be charged the amount of the booking deposit or the rate of the rental, whichever is less, for each day the facility is booked.

If a refund is required, the refund will be distributed at the next Municipal Billing Cycle after the last booking date on the contract.

### CLEANING

A cleaning fee may be applicable if the hall is not cleaned up. Some guidelines are below.

- Kitchen and Bar supplies must be cleaned and put away (dishes, pots, coffee machines, cutlery etc.)
- All decorations must be removed and garbage must be placed in garbage containers

- Bottles, cups and other debris must be picked up outside of building
- Additional clean up by staff will result in a minimum \$50 cleaning fee (garbage, bodily fluids, etc.)

Post-event tear down of chairs and tables will be done by BAICCC staff.

### LICENSES

It is the responsibility of the renter to acquire the appropriate licenses and pay any applicable tariffs for the event and name the Municipality of Brooke-Alvinston as “additionally insured” on the event insurance.

**A copy of the special occasion permit and all licenses must be given to the Municipality of Brooke-Alvinston prior to the event.** For events serving alcohol, the renter agrees to abide by all regulations of the Liquor Licensing Board of Ontario. Bartenders must possess a Smart Serve certification. Please refer to the Municipality of Brooke-Alvinston Alcohol Policy.

All alcohol must be purchased with your permit legally and all receipts of alcohol purchases under Special Occasion Permit must be made available at the event.

### INSURANCE

Insurance is not offered by the Municipality of Brooke-Alvinston but is strongly recommended. The purchased insurance policy shall indemnify the Municipality of Brooke-Alvinston and name them as “additionally insured.”

### ALCOHOL POLICY

The Municipal Alcohol Policy must be signed when booking the auditorium for all events serving alcohol.

### MEAT SLICER

Meat slicer agreement must be signed by the person(s) using the meat slicer if applicable.

### SOCAN FEES

The facility rates do not include SOCAN Fees which must be collected under the copyright act for the use of live music or recorded music.

### SMOKING, OPEN FLAMES AND PYROTECHNICS

Smoking is strictly prohibited in the facility and all legislation must be followed. Violation of any by-law or legislation could result in charges to the individual and/or user group. All candles must be contained in a jar or vase. No open flame candles are allowed. All pyrotechnics are strictly prohibited.

### BILLING

Customers will be billed for the amounts owing at the next Municipal Billing Cycle following the event and will have until the end of that month to pay their bill. A penalty will be applied to their account if not paid by the invoice date.

SUPPLIES (Pop, cups, etc.)

The undersigned agrees to use bar supplies provided by the BAICCC. The BAICCC provides 7oz cups, 14oz cups, 2L Pop and bags of ice at applicable rates. **No bar supplies** with the exception of the juice, will be allowed to be brought in by the renter of the auditorium. A \$50.00 fee will be applied if the renter brings in their own supplies.

EXTREME WEATHER

If due to extreme weather or unforeseeable circumstances an event cannot be held, the Parks and Recreation Supervisor will make the final decision on the costs of the rental.

ADDITIONAL NOTES

- The Municipality of Brooke Alvinston reserves the right to pre-empt any event should the need arise
- The Municipality of Brooke-Alvinston is not responsible for any lost and/or stolen item

**APPLICANT INFORMATION**

Contact Name		
Group Name		
Mailing Address		
City / Postal Code		
Primary Phone		Secondary Phone:
Email		

Rental Type	
Hall Rate	
HST	
Total	

DISCLOSURE AGREEMENT

I have read the terms and conditions of the agreement for the rental of the Brooke-Alvinston-Inwood Community Centre Complex and agree to abide by all rules and regulations. I have received a copy of the Municipality of Brooke-Alvinston's Alcohol Policy (if applicable). It is up to the renter to ensure that all applicable liquor licenses and permits are in place prior to the event. Insurance is not offered by the Municipality of Brooke-Alvinston but is recommended. All the guests attending the event are the responsibility of the renter of the hall. Copies of all licenses and insurance must be given to the Municipality of Brooke-Alvinston at least two week prior to the event.

Date	
Applicant Signature	
Municipal Staff	