

Contract #:

Customer Acct #:



**Brooke-Alvinston-Inwood Community Centre Complex
Boardroom 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) \$30 Deposit

CONDITIONS OF THE ARGREEMENT

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.

DEPOSIT

A **\$30** deposit 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. The deposit can be used if the booking is cancelled, see Cancellation Policy below.

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.

MULTIPLE BOOKING DEPOSITS

Customers that use the facility on a regular basis or more than one time in a 12 month period can pay 1 deposit of \$75 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.

ANNUAL BOOKINGS

Customers that book the hall on the same day(s) on an annual basis must sign a contract each year. Groups can also sign one contract for multiple bookings for the entire year. This will create one contract and one deposit for that year.

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 for all cancellations and be made with more than 30 days' notice. If less than 30 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 properly.

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."

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 on time.

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 an event should the need arise
- The Municipality of Brooke-Alvinston is not responsible for any lost and/or stolen items.

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.

Date	
Applicant Signature	
Municipal Staff	

Make all cheques payable to: "Municipality of Brooke-Alvinston"