

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. Make all cheques payable to The Municipality of Brooke-Alvinston

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.

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. 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.

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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.

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. Other supplies can be provided if needed. The costs for supplies will

be distributed when asked. **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 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. 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	

Make all cheques payable to: “Municipality of Brooke-Alvinston”

Updated 2018