

Contract #:	Customer Acct #:
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**Inwood Community Park
Upper Hall Rental Agreement**

Weidman Line
Municipal Office: 519-898-2173
BAICCC Office: 519-898-2150
Fax: 519-878-5653
Email: kmiller@brookealvinston.com

Contact Name: _____ Type of Event: _____

Date of Event: _____ Arrival Time: _____ End Time: _____

Deposits Due at Signing

1) \$25 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 grounds, pavilion or ball diamond 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 by giving notice.

DEPOSIT

A **\$20** 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.

The washroom key shall be signed out at the municipal office. A key replacement fee will apply if the key is not returned within 48 hours of the event. If after hours, the key may be left in the drop box at the municipal office.

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 kmiller@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 grounds are 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.

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 for all events serving alcohol.

SMOKING, OPEN FLAMES AND PYROTECHNICS

Smoking is strictly prohibited in the pavilion and all legislation must be followed. Violation of any by-law or legislation could result in charges to the individual and/or user group.

BILLING

Customers will be billed for the amounts owing at the next Municipal Billing Cycle following the booking 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 and 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	
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