

Contract #:

Customer Acct #:



**Brooke-Alvinston-Inwood Community Centre Complex  
Pavilion 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: kmiller@brookealvinston.com

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

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

2<sup>nd</sup> Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

3<sup>rd</sup> Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Use of Bar Required?            YES            NO            (circle one)

**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.

**RENTAL FEES**

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

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

**CLEANING**

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

- 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 \$80 cleaning fee (garbage, bodily fluids, etc.)

## LICENSES

It is the responsibility of the renter to acquire the appropriate licenses (if applicable) 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 pavilion for all events serving alcohol.

## 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.

## 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	