



PERMIT # _____
Copy Submitted ___yes___no

**NIPISSING COMMUNITY CENTRE
RENTAL CONTRACT**

NAME: _____

ADDRESS: _____ **TELEPHONE:** _____

DATE HALL REQUIRED: _____ **TIMES:** _____

LIQUOR WILL BE SERVED: ___YES ___NO

BAR IS TO BE CLOSED NO LATER THAN 2A.M.

I/We _____ have read and am/are aware of the responsibilities of a Special Occasion Permit Holder and have read the Nipissing Community Centre rental information as set out in *Appendix "A"* by the Township of Nipissing, and agree with these terms. I/We am/are also aware that I/we am/are responsible for damages and responsible totally, for my/our own liability, as a result of my/our activities.

A Refundable Damage Deposit and a \$25.00 Refundable Key Deposit is due at the time of booking. The Damage Deposit will be returned once it has been determined that no damages have been incurred and the rules in Appendix "A" were adhered to. The Key Deposit will be returned upon receipt of the key. Balance is due prior to the event.

Cancellation must be received one week (7 days) prior to the function or a fee of \$25.00 may be retained. Please contact the Township Office at 724-2144.

RENTAL CHARGES

Hall rental (rent based on type of event) \$ _____

Damage Deposit \$ _____

Key Deposit \$ 25.00 _____

TOTAL CHARGES \$ _____

Due at time of booking \$ _____

Balance Owing: \$ _____ Date _____

Print Name: _____

Signature _____ Date _____

Special Occasion Permit Holder/Event Organizer

Signature _____ Date _____

Township Representative