

**APPENDIX "A" - TOWNSHIP OF NIPISSING COMMUNITY CENTRE**

| <b>FACILITIES RENTAL</b>  |           |
|---|-----------|
| <b><i>Nipissing Community Centre</i></b>  |           |
| Damage Deposit (Refundable) Non-Alcohol Event Rental  | \$ 75.00  |
| Damage Deposit (Refundable) Alcohol Event Rental  | \$ 100.00 |
| Key Deposit (Refundable)  | \$ 25.00  |
| Alcohol Licenced Event (6 p.m. to 2 a.m.) *Special Occasions Permit Required (includes kitchen rental) **Additional items as listed | \$ 300.00 |
| Kitchen Rental  | \$ 50.00  |
| Hall Rental – ½ Day (4 hours approximately) (includes kitchen rental)   | \$ 100.00 |
| Hall Rental – Full Day (8 hours approximately) (includes kitchen rental)  | \$ 150.00 |
| Hall Rental – 2 hours – Education/Training Rate (does not include kitchen rental) *requires third party liability insurance         | \$ 25.00  |
| Funeral Luncheon (includes kitchen rental)  | \$ 50.00  |
| Additional Rental Setup Appointments (per hour)   | \$ 20.00  |

\*\*If lessee runs the bar, the bartender must have a Server Intervention Program Certificate or Smart Serve Certificate.

\*\*Third Party Alcohol Liability Insurance - for insurance coverage and protection for the sale and supply of alcoholic beverages. This policy must name the Corporation of the Township of Nipissing as an additional insured per coverage and be in the amount of \$2,000,000.00 based on Bodily Injury Liability and Property Damage.

\*\*Permit applications need to be submitted 10 days prior to the event to the LCBO on Algonquin Avenue. Liquor License numbers to submit are Hall 4287 and Permit 7274. This permit must be posted in the bar area during the event and *the permit holder is to be present at all times* to ensure that all regulations are complied with. Copies of the Liquor License and the Liability Insurance are to be submitted to the Township Office prior to the issuance of the key.

The Hall is licensed by the LCBO for a MAXIMUM OF 130 PERSONS.

**RENTAL INFORMATION**

- All rental fees are based on the lessee arranging the hall and leaving it clean and the way it was found by 1:00 p.m. the day following the event. *All tables and chairs are to be left for storage by maintenance personnel.*
- Hall to be left clean with obvious spills wiped, surfaces wiped down, and debris swept and disposed of.
- To refrain from the use of confetti on the premises. No tape, tacks or nails can be used for decorating the hall. Decorating should be done with masking tape or sticky putty only. Any damages caused by nails, tacks, or tape will be repaired and billed to the Special Occasion Permit Holder or Event Organizer.
- When moving tables and chairs, please avoid dragging them along the floor when possible.
- Garbage and decorations are to be removed after the event. Garbage is to be removed from the building and placed in the garbage bin located outside the building.
- Key can be obtained from the Township office and must be returned as soon as possible. A mail slot in the door of the office is available for key drop off during non-office hours.
- All liquor must be removed from the hall the evening of the event in accordance with the SOP Permit.

- Persons renting the hall will be responsible for any damages to the building, any fixtures and/or furniture, and any broken or missing equipment in the kitchen, if used, regardless of who actually causes the damage or loss, and will be billed accordingly.
- That the Township of Nipissing shall not be liable for any damages to or loss of any property brought into the premises in conjunction with the function by the Special Occasion Permit Holder or Event Organizer named herein or their members, officers, employees, agents, or contractors or any person who attends the function.
- To supervise and control all persons in attendance at the function and to restrict such persons to the premises.
- To abide by the capacities for persons posted or made known for the premises.
- Not to contravene any statutes or regulations of the Province of Ontario and any by-laws of the Township of Nipissing.
- To be responsible for providing your own bar cups, ice, mix and tickets.
- The Township of Nipissing reserves the right to cancel the Agreement upon notification to the Special Occasion Permit Holder or Event Organizer at least ONE WEEK prior to the date of the function, in which event any deposit paid shall be refunded to the Special Occasion Permit Holder or Event Organizer and the Township of Nipissing shall not be liable to the Special Occasion Permit Holder or Event Organizer for any loss or damages.
- To protect, defend, indemnify and save the Township of Nipissing harmless from all claims actions and proceeds, including any costs and expenses incurred by the Township of Nipissing thereby, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the function as result of any act or omission of the Special Occasion Permit Holder or Event Organizer named hereon or their members, officers, employees, agents or contractors or any person who attends the function.
- To ensure the hall is left in a secured state and to return the key to the Township Office on the first business day following the function.

I have read this application and hereby covenant and agree to all of the general and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Township of Nipissing in accordance with the conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the premises at the discretion of the Township of Nipissing.

PAYMENT - Cheques should be made payable to the <sup>A</sup>Township of Nipissing@.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Special Occasion Permit Holder/Event Organizer*

Signature \_\_\_\_\_  
*Township of Nipissing*