

BRUCE STATION HALL RENTAL AGREEMENT (v.2022 05 27)

NEW RULES:

Current Covid-19 regulations apply.

Note: the above subject to amendments by Algoma Public Health and the Province of Ontario.

Date of Event: _____ Start Time: _____ End Time: _____

Print Name of Renter (over 21 years of age): _____

Phone: _____ Email: _____

Address to Mail the damage deposit back to: _____

GROUP/ORGANIZATION (if applicable): _____

Request for waiver of Rental Fee (Special Circumstances):

Registered Not-For Profit BIN # _____ ♦ (Free Rental allowed one time per year/per registered not for profit organization)

Funeral Services (former Ratepayers only) Name of Deceased: _____

Licensed LLBO Event: Yes/No (circle one)

If yes, renter must provide the following two items to the office in advance of the rental date:

Special Occasion Permit Holder No: _____

PAL Insurance (\$2,000,000 is required) _____

Repeat Renter: Rent 5 times in one year get the 6th for free. [this booking is Rental # ____ of 5]

User Fees & Service Charges, as per By-Law #2019-17 (as amended): Sch. C = Community Hall

Covid Cleaning on top of all rentals	\$25.00		\$25.00	\$ _____
Damage Deposit Mandatory; Fully Refundable upon inspection	\$150.00	no HST	\$150.00	\$ _____
Meetings/Classes etc. (maximum 2 hours)	\$ 22.13	\$ 2.87	\$ 25.00	\$ _____
Meetings with Coffee/Tea (upstairs or downstairs)	\$ 35.41	\$ 4.59	\$ 40.00	\$ _____
Event With Special Occasion Permit (see above required for info)	\$ 88.50	\$11.50	\$100.00	\$ _____
Event with Kitchen (upstairs or downstairs) (no alcohol)	\$ 57.53	\$ 7.47	\$ 65.00	\$ _____
Chair & Table set up/take down (per event)	\$ 50.00	\$ 6.49	\$ 56.49	\$ _____
Dishes/Clean up fee after an event	\$ 50.00	\$ 6.49	\$ 56.49	\$ _____
Cleaning after an event: sweep/ mop floors (upstairs or downstairs)	\$ 50.00	\$ 6.49	\$ 56.49	\$ _____
Decorating in advance of event free unless Twsp requested to hold the hall for the decorating - ½ day.	\$ 22.12	\$ 2.88	\$ 25.00	\$ _____
PA system rental (in addition to any of the above fees)	\$ 44.26	\$ 5.74	\$ 50.00	\$ _____

- PA system deposit: All rentals must supply a credit card # _____ : Card type _____
or \$200 Cash (Received) to be refunded upon inspection \$ _____

TOTAL RENTAL FEE	(damage deposit must be paid, even if rental fee is waived)	\$
Less Deposit	Rec # _____ Date: _____	\$ _____
Balance Due	Rec # _____ Date: _____	\$

Indemnification:

As the renter, I have read and understand that the items listed under New Rules on page 1 are my responsibility and may be subject to fines if not followed.

The Renter does hereby agree to defend, hold harmless, and indemnify the Township of Plummer Additional, Council Members, Staff, and Township Volunteers from any and all demands, claims, suits, actions, judgments, expenses and attorneys' fees incurred in any legal proceedings brought against the Renter or Associated Group, or Township of Plummer Additional. **I have read and fully understand the Hall Rental Agreement (including Schedule A) and consent to the terms herein.**

Signature of Renter: _____ Date: _____

Twsp Staff: _____ Date: _____ On Calendar _____ Caretaker notified: _____

APPENDIX 'A': BRUCE STATION HALL RENTAL RATES

109 Station Road, (Bruce Station) Bruce Mines
c/o Twsp of Plummer Additional
38 Railway Cres., Bruce Mines ON POR ICO
PH: 705-785-3479 Fax: 705-785-3135

Information to Take to the Event:

The Hall phone is located at the back of the stage, right door to the stage.
Dial 9 – for an outside line, then the area code and phone number.

In case of emergency: call “911” immediately and advise them of your location 109 Station Rd, Bruce Station, Bruce Mines, ON (Township of Plummer Additional)

Incoming Calls: the Hall phone number is 705-785-3919

Caretaker: Cleve McCaig 705-785-3490

No Smoking or Vaping is permitted in the Hall.

Key Return: during office hours – to the front desk of the Municipal Office; or after office hours in the drop box slot at the front door of the Township Office, 38 Railway Cres.

Decorating: All decorating must be done no sooner than the day preceding the rental date providing there are no other rentals and must be removed before leaving the facility.

- No tape or nails are to be used
- If ½ day decorating is required a \$25.00 fee will be charged to hold the facility, the same will apply if ½ day decoration removal is required.

Persons renting the facility agree to the following: ***NO ALCOHOL PERMITTED UNLESS:***

1. Alcohol Events:
 - a) Liquor is not permitted on the premises without a Proof of A Special Occasion Permit (contact LLBO for license) (a copy of the permit is to be provided to the office prior to the pickup of the key).
 - b) Proof of Alcohol Liability Insurance [PAL] (copy provided to the office)
 - c) To limit advertising to that which is approved by the LLBO.
 - d) To sell only the liquor, wine and beer acquired on the permit.
 - e) To meet all of the conditions of the special Occasion Permit.
 - f) To admit minors to a function when alcohol is being served only if it is so stated on the Permit. No Minors may be served alcoholic beverages.
 - g) Music must cease at the expiry time of the permit and the building must be cleared by 2:00 a.m.
 - h) Open candles are not permitted.
 - i) Person renting the hall must be over the age of twenty-one years. They are responsible for any damage to the building and will be invoiced for any amount that is over the damage/cleaning deposit and is also responsible for ensuring the building is secure when leaving, i.e. all doors and windows closed and locked, alarm set.
Liability:
 - j) Please note that the host of the event could be named in a pending lawsuit.
 - k) It is recommended that the renter obtain liability insurance for their non-alcoholic event;
 - l) In the event that it is proven that they are negligent, whereby there is either bodily injury or property damage, they will be held accountable by law.
 - m) Without insurance, these user groups/individuals would be liable to pay out of pocket expenses for legal fees, and judgment awards made against their particular organization.
 - n) The Township reserves the right to deny any future request to rent the facilities to any organization or person responsible for damage or a violation of the LLBO regulations.
 - o) To pay a \$ 25.00 deposit at time of booking to reserve the date requested, with the balance to be paid in full at time of key pick-up.
 - p) To pay a cleaning/damage deposit of \$150.00. The deposit will be refunded if the facility including the bar and kitchen, is left in a clean condition and there is no damage to the premises. It is the responsibility of the renter to advise the caterer of the same. Any cleaning and or damage in excess of the \$150.00 deposit will be added to the Renting Ratepayer's Taxes and collected as such or invoiced directly to the signee of this rental agreement.
 - q) \$50.00 fee required for the use of the new P A System (microphone & speakers)

Youth Activities

- r) Any application for a youth activity, must be accompanied with the names and addresses of chaperones (over the age of 21).
- s) Ratio of Chaperones to youth must be adhered to (see Chaperone Guidelines for Youth Activity)
- t) Drugs & Alcohol are not permitted and if found, the OPP will be notified and the security deposit will be forfeited.

Chaperone Guidelines: Youth Activities

1. Events that are organized for participants under the age of 21 years are to ensure there is adequate Chaperones to oversee & supervise the event.
2. Chaperones must remain on site during the event.
3. A minimum age of twenty-one (21) years is required to be a Chaperone

4. Chaperones must pre-register; a list with contact numbers & addresses is to be provided to the Township in advance of picking up the key to the venue.
5. If both genders of children are present at the activity, both genders of chaperones must be present.
6. Any individual who is listed in the Sex Offender Registry or has been convicted of any offense related to children/vulnerable citizens will not be permitted to chaperone.
7. Failure to adequately supervise your group may result in the OPP and/or the LLBO Inspector being contacted and the group will be asked to leave the venue.
8. Failure to abide by the required chaperone ratio may result in your group being turned away at the door.
9. Where an event is a "drop in" event with no pre-ticket sales or registration; estimates for adequate chaperone coverage based on level of interest; error on the side of scheduling excess chaperones.

Ratios for Chaperones to Children/participants:

Pre-K through 2nd Grade:	a minimum of 1 adult for every 5 Children
3 rd Grade through 5 th grade:	a minimum of 1 adult for every 6 children
6 th Grade through 8 th Grade:	a minimum of 1 adult for every 8 children
Grade 9 to Grade 12:	a minimum of 1 adult for every 10 participants

**The chaperone minimum standard for children with disabilities requires higher chaperone/children ratios in order to reduce the risk of injury/incident.
 Some children may need 1 to 1 supervision, whereas supervision ratios for others may be decreased as per the individual student's mobility, mental capacity and behavior.

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Help us improve our Service & Hall

Any Issues/Comments to Report (please include this with your Key return):
