



TOWNSHIP SEGUIN AND ORRVILLE COMMUNITY CENTRE MANAGEMENT COMMITTEE RENTAL AGREEMENT
ORRVILLE COMMUNITY CENTRE – 1207 Highway #518
 Facility of The Corporation of the Township of Seguin (the “Lessor”) to be rented (check one):

- \$150.00 Seguin Hall Auditorium only (capacity - 230 people) - Full Day
- \$75.00 Seguin Hall Auditorium only (capacity - 230 people) - Half Day
- \$250.00 Seguin Hall Auditorium & Kitchen (capacity - 230 people) - Full Day
- \$125.00 Seguin Hall Auditorium & Kitchen (capacity - 230 people) - Half Day
- \$60.00 Swords Room only (capacity - 59 people) - Full Day
- \$30.00 Swords Room only (capacity - 59 people) - Half Day
- \$160.00 Swords Room & Kitchen (capacity - 59 people) - Full Day
- \$80.00 Swords Room & Kitchen (capacity - 59 people) - Half Day
- \$300.00 Entire Facility (capacity-Seguin-230 people, Swords-59 people) - Full Day
- \$150.00 Entire Facility (capacity-Seguin-230 people, Swords-59 people) - Half Day
- \$100.00/year Weekly/Monthly meetings for Local Community Groups (i.e. seniors, quilters, calorie counters, ladies/church auxiliaries, etc.)
- \$40.00 – Fundraising events for Seguin based Non-Profit and/or Charitable Groups
- No Charge for Municipally Supported activities for groups such as the Canadian Legion, Funerals, Children’s Volunteer Groups, Youth Groups, Scouts/Guides, Playgroups, Township Recreation Committees, Committees of Council (Cemetery, Museum, etc.) and Registered Ratepayers Groups.

\$ [redacted] SOCAN Tariff

\$ [redacted] G.S.T. 6%

\$ [redacted] Refundable damage deposit (\$75.00-Swords Room, \$150.00-Seguin Hall, \$200-Entire Facility)

\$ [redacted] **Total**

Half day is defined as four hours or less, including set-up time. Any events having dancing/liquor/music will be classified as rental with kitchen at all facilities.

Notes:

[redacted area for notes]

Date required: [redacted] Time: [redacted]
(Including Set-up and Clean Up)

Type of event: [redacted] Number of People Expected: [redacted]

Will this rental involve an LLBO Special Occasions Permit? Yes No

Name of organization and/or individual responsible ("Lessee"): [redacted]
[redacted]

Address [redacted] Postal Code [redacted]

Telephone #Home [redacted] Telephone #Business [redacted]

Email Address [redacted]

Invoice Number [redacted] Receipt Number [redacted]

The Lessee agrees to abide by the terms and conditions of this Agreement.

TERMS AND CONDITIONS

1. Lessee must be 19 years of age or older to rent the facility.
2. The Lessee will provide a refundable damage deposit to the Lessor upon the signing of this Agreement with respect to those facility room rentals as listed above. The deposit will be returned to the Lessee after the Lessee's function upon a satisfactory inspection by the facility by Township Staff or a Committee Member. Damage caused to the facility during the Lessee's function, by whatever cause whatsoever, shall be the responsibility of the Lessee. If damage occurs or clean up of the facility is not performed to the satisfaction of the Lessor, the damage deposit will not be refunded. Cleanup is the responsibility of the Lessee, unless arrangements have been made 14 days prior to the date of the event for the Lessor to provide clean up of the facility at the rate of \$25.00 per hour. The Lessee shall be responsible for, and shall remit to the Lessor upon demand, all costs for clean up or damage caused to the facility during the Lessee's function over and above the damage deposit.
3. Full rental payment is due 14 days prior to the rental date. If the event is cancelled after that date, the Lessee's damage deposit will not be refunded.
4. An L.L.B.O. Special Occasions Permit must be obtained by the Lessee if liquor is being served at the Lessee's function. A copy of the Lessee's Special Occasions Permit must be provided to the Lessor three (3) days prior to the Lessee's function. The Lessee agrees to abide by all rules and regulations applicable to the Special Occasions Permit.
5. If the Lessee's function is open to the general public, the Lessee shall provide proof of the

following insurance coverage to the Lessor at least three (3) days prior to the Lessee's function:

- (a) public liability and property damage insurance, with an insurer satisfactory to the Lessor, in the amount of not less than one million dollars (\$1,000,000.00). The insurance policy shall name the Corporation of the Township of Seguin and the Orrville Community Centre Management Committee as additional named insured for the period of the Lessee's function.
6. If liquor is being served at the Lessee's function, in addition to providing a copy of the Lessee's L.L.B.O. Special Occasions Permit, the Lessee shall provide proof of the following insurance coverage to the Lessor at least three (3) days prior to the Lessee's function:
 - (a) public liability and property damage insurance with an insurer satisfactory to the Lessor, in the amount of not less than one million dollars (\$1,000,000.00). This insurance policy shall name the Corporation of the Township of Seguin and the Orrville Community Centre Management Committee as additional named insured for the period of the Lessee's function and shall also state that coverage will respond to all claims relating to the L.L.B.O. licenced activities held at the facility and shall not exclude participants; and
 - (b) non-owned automobile insurance coverage with an insurer satisfactory to the Lessor in an amount not less than one million dollars (\$1,000,000.00). This policy of insurance shall name the Corporation of the Township of Seguin and the Orrville Community Centre Management Committee as additional named insured for the period of the Lessee's function.
7. If music is being played at the Lessee's function, a SOCAN tariff will be collected from the Lessee by the Lessor to be submitted to SOCAN for an amount set out in the SOCAN Schedule.
8. The Lessee shall be responsible for removing all liquor and beer containers from the facility at the conclusion of the Lessee's function. The Lessee shall remove all garbage and recyclables from the facility at the conclusion of the Lessee's function. Garbage and recyclables may be deposited at the waste disposal site on Star Lake Road (open 24 hours daily). The Lessee shall also be responsible for sweeping the floor of the facility at the conclusion of the Lessee's function.
9. No property of the Lessor shall be removed from the facility without the Lessor's prior written approval. Any property of the Lessor removed from the facility shall be the responsibility of the Lessee, and all costs associated therewith shall be payable by the Lessee to the Lessor on demand. The Lessee shall clean up and put away all chairs and tables at the conclusion of the Lessee's function. If extra chairs are required, it is the responsibility of the Lessee to supply them.
10. Confetti and/or sparklers are not permitted on the grounds or in the facility.
11. If candles or lighting devices with open flames are required they shall be securely

supported in non-combustible holders and located and protected so that combustible materials will not come into contact or be ignited by the flame as per the Ontario Fire Code 2.4.4.1(3)(a).

12. Any affixed decorations to the walls, floors or ceilings shall be done only with a material supplied by the Township of Seguin or by the Orrville Management Committee.
13. In consideration of the Corporation of the Township of Seguin and the Orrville Community Management Committee permitting the use of the Lessor's facility, the Lessee agrees to indemnify and save harmless the Corporation of the Township of Seguin and the Orrville Community Management Committee, its agents, servants and employees from and against all suits, claims, proceedings, causes of action, demands, costs and expenses whatsoever arising by reason of the acts or omissions of the Lessee, the Lessee's invitees or those others for whom the Lessee is responsible in law with respect to the Lessee's use of the facility.
14. The Lessor shall not be responsible for lost or damaged property owned or used by the Lessee, whether the lost or damaged property is under the care, custody and control of the Lessor or not.
15. Non-compliance with the terms and conditions of this Agreement may result in the cancellation of the Lessee's function. The Lessor reserves the right to cancel any function in the facility at any time.

Dated:

[Redacted]

Lessee's Signature:

[Redacted]