

MUNICIPAL FACILITY - RENTAL APPLICATION

Name of Rental Applicant					
Contact Information	Phone:				
	Box #				
	City				
	Email:				
Event					
Date(s) of Event					
Time of Event					
Facility	AREA	CAPACITY			
	Arena Floor – Winter	800			
	Arena Floor – Summer <i>(tractor shed door must be open)</i>	900			
	Curling Club Lounge	135			
	Multi-Purpose Room	80			
	Activity Room	100			
	Conference Room	50			
	Tourist Information Centre	50			
	Michael King Hall	250			
Estimated attendance					
Set-up Required					
Licensed Events Only:					
Special occasion permit signee					
Transportation alternatives					
Will security be in attendance?	YES		NO		
Will non-alcoholic beverages be available?	YES		NO		
Does your organization have liability insurance?	YES		NO		
Has your organization been refused rental privileges at any other town facility?	YES		NO		
Did you review and understand the alcohol management & user policies?	YES		NO		
DEPOSIT \$100	PAID	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Receipt#	

Rental Applicant Signature

Municipal Employee Signature

DATE

PARTICULARS

- Facility rental includes tables, chairs and washrooms.
- All rentals in this agreement will be hours requested by renter. Any additional hours after agreed rental times, will be charged accordingly.
- At the time of booking a \$100 deposit may apply for the M.King Hall. (2 month cancellation required for refund)

RENTAL CHARGES

COMMUNITY CENTRE FACILITIES – Rental Rates

COMMUNITY CENTRE FACILITY ROOMS	
Community Organizations, Community Service & Not for Profit Groups	No Charge
Private & Business Groups	
Hourly Rate	34.00
Private & Business Groups - Daily Rate - No Charge Event	196.00
Private & Business Groups - Daily Rate - Charge Event	260.00
Elections – Provincial and Federal	Government Rates

ARENA – Ice Rental Rates

Arena Ice Rental Rates	Hourly Rate
User Groups (Contract Users)	62.00
Non-User Groups (private rentals)	106.00
Birthday Party Rental	79.00
Weekend Rental Rate - User Groups (18 hrs max - regular rate applies over 18hrs.)	
Minor Groups (Minor Hockey, Figure Skating)	541.00
Adult Groups (Oldtimers, NBC Hockey)	866.00

Arena Summer Rental Rates	2018
Non Charge Events - Payable in advance	\$ 791.00 Daily
Charge Events - Payable in advance	\$ 953.00 Daily

I, _____ paid the sum of \$_____ to the Township of Terrace Bay as a deposit against any damage being done to said premises or equipment during my occupancy. The cost of repairing such damage or the amount of any additional rental may be charged to said deposit and I agree to be responsible for any deficiency.

As renter of the facility known as the Terrace Bay Community Centre Facilities and rooms, I, _____ declare to have read and understand the following regulations as stipulated by the management of said facility and by signing this agreement, I do hereby agree to all the terms and conditions as stipulated.

1. Payment for Facility/Room Rental is due on the date of the rental. Payment is accepted in the form of cash, interact, Visa, Mastercard and American Express.
2. Rental Representative has thirty (30) days from invoice date to pay balance of rental fees and/or damage costs. Regular department policy to apply in event of failure of payment (interest of 1 ¼ % per month or 15% per year). This option is only available to renter if prior arrangements have been made with the Township of Terrace Bay.
3. Persons renting municipal facilities will be allowed to decorate those facilities as early as scheduling permits. The renter is responsible for removing all decorations, food, etc. and leaving the facility/room in a neat and orderly condition.
4. 2 month notice for cancellation or deposit will not be refunded (applies to M.King Hall rentals).

I have read and understand the agreement and will operate my function according to the aforementioned rules and regulations.

Signature of Renting Representative

Date

Municipal Employee Signature

Date

Witness

Date

Revised January 1, 2018