



Township of Terrace Bay Cultural Centre  
**FACILITY RENTAL CONTRACT**  
**Licensed Function**

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The Township of Terrace Bay hereby agrees to rent the premises known as the  
Michael King Hall to \_\_\_\_\_  
for a licensed function to be held on \_\_\_\_\_

**PARTICULARS**

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- Facility rental includes tables, chairs, walk in cooler, banquet coffee machine, washrooms, public address system, 7 and 16 ounce plastic glasses and access to the ice machine. It **does not include** bartenders, ticket sellers and/or ticket takers.
- Kitchen rental includes use of kitchen, equipment, utensils, dishes, service carts and automatic dishwasher.
- All rentals in this agreement will be from 9:00 am to 2:00 am.
- Additional charges are applied as per Procedure No. 10C(i)
- At the time of booking a \$100 deposit will apply. (see #23)

**RENTAL CHARGES**

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|-------------------|------------|-----------|
| • Rental Per Day  | Basic Rate | \$ 580.00 |
| • Kitchen Per Day | Basic Rate | \$ 194.00 |

Kitchen will be left in a neat, clean orderly condition. *The Recreation Department Staff will inspect kitchen before and at the completion of the rental. Any additional hours required restoring the kitchen to its rental condition will be charged back to the renter. Also note that a comprehensive inventory will be posted in the kitchen area. Any missing equipment at the conclusion of the rental will be charged back to the renter.*

- Special Occasion Permit Supervisor \$ 17.50 per hour
- Tenant User Liability Insurance Cost Recovery  
(As per Liquor License Act Policy of 1 for 50)
- Security Personnel - To be secured by Permit Holder

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 Michael King Hall and holder of the Special Occasion Permit, I \_\_\_\_\_ declare to have read and understood the following regulations as followed by management of the said facility and Liquor License Board of Ontario and by signing this agreement, I do hereby agree to all the terms and conditions stipulated.

1. Persons renting the premises are responsible for obtaining their own Special Occasion Permit.
2. Persons renting the premises must submit their application to the liquor board 10 days prior to the function for weddings and social functions etc. Application for fundraising events must be submitted 30 days prior to the function and 60 days prior for a community festival.
3. Advertising is not permitted for events that are socials and weddings. Advertising for all other events will be limited to saying "Held under the Authority of a Special Occasion Permit".
4. No person under the age of nineteen (19) years shall be admitted to an event held under the authority of a Special Occasion Permit unless the applicant has specified in the application that he / she intends to admit persons under the age of nineteen (19).
5. Minors are to be admitted as per the application for the Special Occasion Permit:  
Yes:    No:
6. Glass containers of beverages are not permitted and bottles of any kind will not be disbursed. Exceptions may be made on the merit of individual request.
7. All single liquor shots will be no less than 1 ounce and never more than 1 ¼ ounce.
8. Bartenders are not to sell or give out double shots or more in one glass.
9. Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of four (4) tickets per person.
10. Last call by announcement of any signal is strictly forbidden.
11. Permit holder must ensure sufficient control is exercised in protecting all persons attending the function and all properties of the municipality.
12. Only the liquor, beer and wine purchased on the permit may be sold.

13. Liquor may be sold or served under the authority of a Special Occasion Permit only where there is adequate supply of food.
14. Non-alcohol drinks must be available; examples are pop, water, tea and coffee.
15. All evidence of liquor consumption and service shall be removed within 45 minutes of permit expiration.
16. The above must be met before the Special Occasion Permit holder or his/her designate leaves the premises.
17. The applicant must remove all unused liquor, beer or wine from building within 72 hours of the event.
18. The only acceptable identification for proof of age is:
  - a. a driver's license issued by the Province of Ontario with a photograph of the person to whom the license is issued.
  - b. a Canadian Passport
  - c. a Canadian Citizenship card with a photograph of the person to whom the card was issued.
  - d. a Canadian Armed Forces identification card.
  - e. a photo card issued by the Liquor License Board of Ontario.
19. The Township shall provide a Special Occasion Permit Supervisor for every Special Occasion Permit Function whose services will be paid for the Special Occasion Permit applicant. It will be the responsibility of the Special Occasion Permit Supervisor to ensure that the Special Occasion Permit holder adheres to all policies and procedures of the Township of Terrace Bay related to the facility rental. **The Special Occasion Permit Supervisor has the approval of the Township to call proper authorities (i.e. police, fire, etc.) if and when the need arises.**
20. The Township of Terrace Bay will purchase annually a Tenant User Liability Insurance Policy. This policy will cover the Township and the user of facilities for licensed functions to a maximum coverage of \$1,000,000.00. The cost of said policy is to be recovered through fees to individuals or groups renting the facilities. The only exception to this clause will be if the renting group provides the recreation department proof of having at least \$1,000,000.00 liability insurance for this event prior to the event taking place.
21. The Township requires that **ALL** of the people behind the bar at all times must have successfully completed the Smart Serve Course / S.I.P. Training.
22. Persons renting municipal facilities will be allowed to decorate those facilities as early as scheduling permits.

- 23. 2 month notice for cancellation or deposit will not be refunded.
- 24. Legal Capacity for the Community Hall is 250 persons.
- 25. These numbers include all persons working in these facilities at the time of the Special Occasion Permit function. It is the responsibility of the Special Occasion Permit holder to ensure that these numbers are not exceeded. LLA Sec. 8(16)
- 26. Any person who contravenes any provision of this act or the regulations is guilty of an offense and upon conviction is liable to a fine of not more than \$10,000.00 or to imprisonment for a term of not more than one year or both. LLA Sec. 55(1)
- 27. I have read and understand the agreement and will operate my function according to the aforementioned rules and regulations.

\_\_\_\_\_  
Signature of Special Occasion Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renting Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date