



Township of Terrace Bay Cultural Centre

**FACILITY RENTAL CONTRACT**

**Non-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 non-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.
- 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. (2 month cancellation required for refund)

**RENTAL CHARGES**

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|------------------|----|--------|
| • Hall Rental    | \$ | 516.00 |
| • Kitchen Rental | \$ | 194.00 |

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, 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. 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)
2. Persons renting municipal facilities will be allowed to decorate those facilities as early as scheduling permits.
3. Kitchen usage requires that all equipment, utensils and rooms be returned to original state.
4. *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 would be charged back to the renter. Also note 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.*
5. 2 month notice for cancellation or deposit will not be refunded.
6. Absolutely no table confetti allowed in the Community Hall.
7. Legal capacity for the Community Hall is 250 persons.

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, 2021**