



**TOWN HALL RENTAL
APPLICATION/AGREEMENT**

1. Contact and Billing Information

Name of Group/Individual(s): _____

Person Responsible: _____

Mailing Address: _____

Day Phone: _____ Email: _____

Name of Hall Required: _____

Type of Function: _____ Expected Attendance: _____

Date(s): _____

Open Time: _____ Close Time: _____

Please indicate the time you would like access to the hall and what time your booking will end. The open and close time must include any set up and clean up time required. Once access to the hall is granted the renter must remain onsite at all times and the hall must not be left unlocked and/or unattended.

Rate Payer/Resident of the County of Prince Edward: yes no

2. County Equipment Required (Check all that apply)

Chairs Tables Podium Screen *A/V (if available)

Note: For safety reasons, ladders are not available for use to the renter.

3. Special Event Information

Decorator: _____ Arrival Time: _____

Caterer: _____ Arrival Time: _____

Note: It is expected that all equipment, decorations, food, etc. leave the premises the same evening.

4. Functions with Alcohol

Will there be alcohol at your function? Yes No

Provider: _____

Bar Opens: _____ Bar Closes: _____

The Corporation of The County of Prince Edward (The County) follows the Liquor Licensing Act of Ontario and reserves the right to operate a bar in a County Facility. If the County chooses not to operate the bar, it is the responsibility of the applicant to obtain a Special Occasions Permit from the LCBO and provide proof of liability insurance in an amount of no less than \$5,000,000 with the Municipality being named as an additional insured on this policy. Special event insurance policies can be purchased from The County at a cost. All renters must follow the provisions of the Liquor Licensing Act and the Alcohol and Gaming Commission of Ontario. Proof of Smart Serve Certification is required for all servers and ticket sellers.

Additional Comments:

The following conditions have been read and agreed upon at signing:

1. THAT I/We understand that the rental is to be paid in full as per the Terms and Conditions of the Rental as outlined in the Fees and Charges bylaw.
 2. THAT I/We understand that the refundable deposit is returned providing the hall and contents are left in the same condition that was found and that I/We will report any concerns to our office of the caretaker upon entry to the hall.
 3. THAT I/We understand that a minimum of 14 days' notice is required should I/We choose to cancel the bookings and have the refundable deposit return as per the Terms and Conditions of the Rental as outlined in the Fees and Charges bylaw.
 4. THAT I/We have authority to make this application on behalf of the above-named group or individual (s) and to bind the said group or individual (s) to the provisions herein.
 5. THAT I/We understand that I/We am/are personally responsible for the supervision of the hall during the rental period and so long as the hall is occupied, and that I/We am/are personally responsible for the conduct of all those in attendance in the hall and for payment to The County for any damage caused to the facility during this rental.
 6. THAT I/We understand that Service Animals will not be permitted in the immediate area where food is being prepared, as per Health Unit Regulations and that Service Animals are permitted in areas where food is being served/consumed.
 7. THAT for an evening rental the building is to be vacated no later than 1 a.m. of the following morning unless otherwise arranged.
 8. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
 9. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
 10. I/We agree to adhere to the consumption of alcohol provisions as outlined on page one of this application.
 11. I/We agree to waive any claims against the Corporation of the County of Prince Edward or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held in this facility. I/We understand that the Corporation of the County of Prince Edward assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
 12. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other County facility at the time of a future application.
- I/We have read and agree to abide by all conditions specified in this agreement for use of the hall:

Applicant's Signature

Date