



Town of South Bruce Peninsula
P.O. Box 310, 315 George Street, Wiarton, ON N0H 2T0
Phone (519) 534-1400 Fax (519) 534-4976

Rental Contract

Ross Whicher Centre
 578 Brown Street, Wiarton

Town Hall Council Chambers

Date of Event: _____

Time of Event: Start Time: _____ Finish Time: _____ Permit #: _____

Type of Function: _____ Attendance Expected: _____

Additional Information & Set Up Required: _____

– Must make arrangements with Town Hall prior to event for key if outside Library hours

Rental Fee	
Extra Charges:	
Sub Total	
H.S.T.	
Total Rental Fee	
Deposit (50% Unless Otherwise Specified)	

Group/Organization: _____

Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

***By signing below, I hereby acknowledge and agree to adhere to the Terms and Conditions of Contract on the reverse.**

 Date

 Signature of Lessee

 Date

 Municipal Approval

Facilities Coordinator • CELL 519-374-9490

Terms and Conditions of Contract

1. **No alcoholic** beverages shall be brought onto premises at any time.
2. A Special Events Application must be completed for events identified in the Special Events Policy.
3. **No smoking** is permitted in the facility as per County of Bruce By-law No. 3938 and Town Policy D.6.1.
4. **No candles with open flame** will be allowed. Please consult with the Facility Coordinator regarding decorating allowances.
5. All exit doors and fire routes must be kept clear and accessible in the case of emergencies.
6. It is the responsibility of the Lessee to insure that the facility capacities posted at the facility are not exceeded at their event. Exceeding the posted capacities could result in the cancellation of the event.
7. Lessee is responsible for leaving the facility, including the kitchen, clean and tidy.
8. **No confetti** is permitted under any circumstances.
9. The length of the rental is indicated on the signed Rental Contract. The lessee has until 11:00 p.m. to clear the facility of all persons, goods and decorations, etc., unless other arrangements have been made with the Facilities Coordinator.
10. For events taking place in the Town Hall Council Chambers, a Town of South Bruce Peninsula staff member must be in attendance during the entire duration of the event as per Policy PW.3.1.
11. For events taking place in the Ross Whicher Centre, the Lessee is responsible to make arrangements with Town Hall staff to obtain a key for the facility prior to event if rental does not take place during regular business hours.
12. A person entering into a contract with the Town of South Bruce Peninsula for rental must be 18 years of age or older, and must be present at the function.
13. There must be a minimum of five (5) adult supervisors/chaperons for all youth group activities/events.
14. Police attendance is at the discretion of the Town and associated costs are the responsibility of the Lessee.
15. The Lessee is responsible for contacting the Facility Coordinator at least 48 hours prior to the event concerning any special arrangements or requirements regarding set-up of facilities and equipment. Failure to make the request on time will NOT guarantee complete compliance of request.
16. For events playing music, the Lessee will be required to pay an additional fee regulated by Society of Composers, Authors & Music Publishers of Canada (S.O.C.A.N.).
17. The Lessee shall not hold raffles or lotteries unless proof of proper licensing in accordance with the Alcohol and Gaming Commission of Ontario (A.G.C.O.) has been provided to the Town of South Bruce Peninsula prior to the event.
18. Rental rates are pursuant to Fee By-Law and are subject to change without notice. A rental deposit of fifty percent (50%) of the rental fee is required with the Rental Contract. Deposits will be credited to the invoice when billed.
19. A full refund of the deposit shall be issued provided that notice of said cancellation has been received by the Town of South Bruce Peninsula in writing, 30 days prior to the event. The entire rental deposit shall be forfeited to the Town of South Bruce Peninsula if notice of cancellation is received by the Town of South Bruce Peninsula less than 30 days prior to the event.
20. Rental fees are paid based on the current fee schedule as approved by the Town of South Bruce Peninsula on the date payment is made in full.
21. The Lessee renting the facilities and equipment belonging to the Town of South Bruce Peninsula will be held responsible for all and any loss or breakage that occurs while renting the facilities and equipment. The Lessee shall, in addition to any rental prescribed, be responsible for replacement of all breakage or losses of furniture, fixtures, dishes and equipment and any damage to the facilities.
22. The Town of South Bruce Peninsula will not be responsible for any lost or stolen property.
23. The contract will be null and void unless a copy is signed and returned to the Town of South Bruce Peninsula prior to the rental. It is understood that the facility cannot be held without a signed and confirmed contract.
24. The Town of South Bruce Peninsula reserves the right to cancel a contract.
25. The Town of South Bruce Peninsula shall incur no liability to the Lessee for failure to perform any of the covenants or conditions contained herein if such failure is due to strikes, acts of God, or other cause beyond the control of the Town of South Bruce Peninsula.
26. The Lessee covenants and agrees to indemnify and save the lessor harmless from any and all actions, claims or demands of whatsoever nature arising out of or in any way connected with the use and occupation of the lessors premises or any of the facilities contained therein by the Lessee or any of its servants, agents, employees or guests.

I have read, understand and agree with the above terms and conditions: _____ (Lessee Signature)