

TOWNSHIP OF CONMEE
19 Holland Road West, RR #1
Kakabeka Falls, Ontario P0T 1W0
Phone: 475-5229 Fax: 475-4793

COMMUNITY CENTRE RENTAL AGREEMENT

PERSONS OR GROUP RENTING			
CONTACT NAME			
ADDRESS			
PHONE NUMBER	HOME:	WORK:	
DATE OF FUNCTION			
PURPOSE OF RENTAL	SHAG <input type="checkbox"/> WEDDING <input type="checkbox"/> BRIDAL SHOWER <input type="checkbox"/> ANNIVERSARY <input type="checkbox"/> FUNERAL <input type="checkbox"/> OTHER <input type="checkbox"/> (SPECIFY)		
# PEOPLE EXPECTED	SIT DOWN MEAL	SHAG OR DANCE	
FACILITIES REQUIRED	MAIN HALL	BAR	KITCHEN COOKING <input type="checkbox"/> FRIDGE ONLY <input type="checkbox"/>
TIME REQUIRED	FROM:	AM/PM	TO: AM/PM
			OTHER

	AMOUNT	DATE PAID	RECEIPT #
RENTAL FEE	\$350.00		
BOOKING DEPOSIT	\$50.00		
DAMAGE DEPOSIT	\$200.00		
TABLECLOTHS –LONG \$3.65/EA	#CLOTHS X \$3.65 = \$		
TABLECLOTHS – ROUND \$2.70/EA	#CLOTHS X \$2.70 = \$		
REPLACE TABLECLOTH \$30.00/EA	#CLOTHS X \$30.00 = \$		

RATE SCHEDULE OF THE CONMEE COMMUNITY CENTRE

MAIN HALL	\$350.00
KITCHEN FOR CATERING	\$25.00 PER HOUR
KITCHEN FOR MINIMUM USE (COFFEE, ETC.)	\$20.00 FLAT RATE
GYMNASIUM	\$15.00 PER HOUR
BUSINESS MEETING	\$10.00 PER HOUR
SHOWERS (BABY, BRIDAL, ETC.)	\$15.00 PER HOUR (MINIMUM \$25.00)
FUNERALS (RESIDENTS NO CHARGE)	\$25.00
RENTALS ON STATUTORY HOLIDAYS	DOUBLE REGULAR FEE
RENTAL OF TOWNSHIP EQUIPMENT - \$100.00 PLUS \$100.00 DAMAGE DEPOSIT (Rental of Coffee Pots only - \$10.00)	
NOTES:	

**AGREEMENT ON REVERSE SIDE –
MUST BE SIGNED AND DATED**

Arrangements for refrigeration of beer must be made ahead of time with staff at the office. All kitchen pots, serving pans, etc. are to remain in the building at all times. Under no circumstances are any supplies to be removed from the building. Please bring your own suitable containers if you wish to take leftover food home.

The lessee agrees to pay all applicable fees not less than seven (7) days prior to the date of function.

**A refundable damage deposit of \$200.00 is required.
A deposit of \$50.00 is required at time of booking.**

This rental agreement is between the Township of Conmee and the undersigned representative of the group renting the Conmee Community Centre and is valid for the date(s) and facilities indicated.

The lessee agrees to assume full responsibility for the security of the Community Centre once it has been unlocked for their use, and accepts all liability for personal injury or for any material damage or loss to the building, equipment, the fixtures or personal property. A refundable damage deposit of \$200.00 is required. The "Kitchen Manual" outlining appliance operations must be read and understood before operating stove, dishwasher, etc.

The legal capacity of the Community Centre Main Hall is:

- **350 with chairs only (auditorium set up)**
- **270 with non-fixed seating tables only (without stage and dance floor)**
- **230 with non-fixed seating and tables (with stage and dance floor)**

For events serving liquor, the lessee agrees to abide by all regulations of the Liquor Licensing Board of Ontario. Bartenders must possess a "Smart Serve" certificate. Hiring of the bartender is the responsibility of the person or group renting the hall. A copy of the Smart Serve certificate and the liquor license must be provided to the Township 7 days prior to function. **All liquor functions will require PAL insurance. Proof of such insurance shall be in the Municipal Office not less than one week prior to the rental or the rental will be cancelled. The PAL policy shall indemnify the Township of Conmee in the amount of \$1,000,000.00.**

For evening events the Community Centre must be vacated no later than 1:30 AM, at this time all glasses, bottles and debris must be cleared from the tables, and all liquor, empties and soft beverages must be removed from the hall. The refrigerators and freezers must be emptied and all garbage placed in plastic bags and placed by the back door. Any decorations must be removed without damage to walls, etc. No tape to be applied to any painted surface.

Groups renting the Centre for meetings, etc. agree to keep their meeting areas reasonably clean. No youth activities allowed without adequate adult supervision.

Any alternate or special arrangements a group wishes to make other than outlined in this agreement, must be made at a regular meeting of the Township Council, no less than fourteen (14) days prior to the date of the function.

All renters renting the hall for an event where liquor is served shall sign and date the attached liquor policy.

All hall set-up forms shall be returned to the Municipal Office not later than 1 week prior to the rental.

Signed: _____ Date: _____

Print Name: _____

Policy No.: 30	Procedure: Serving of Alcohol during Community Centre Rentals
Date Approved: June 23, 2009	
Approving Resolution: 2009-119	

Purpose

The Council for the Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee. This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

Definitions

For the purposes of this document the following definitions shall apply:

“Liquor Permit” means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

“Permit Holder” means the person who is named on any permit or licence to serve liquor.

“Smart Serve” means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

“Serve” means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

“Bouncer” shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to.

Policy

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

1. Liquor Permit

Every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a

valid liquor permit, issued by the Province of Ontario. This permit shall be posted where the liquor is being dispensed, before any liquor is served. The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

2. Smart Serve

It shall be the Policy of the Council for the Township of Conmee that all persons who will serve liquor shall have a valid Smart Serve certificate. A copy of the Smart Serve certificate of all prospective servers, shall be provided to the Conmee Township office a minimum of one week before the function at which the person will serve. A person who is required to provide a copy of the Smart Serve certificate, shall provide such copy each time they propose to serve at any function or event held under a new liquor permit. Only persons who provide a valid Smart Serve certificate shall be allowed to serve liquor at any function or event. No person without a Smart Serve certificate shall be allowed into the bar area while liquor is being served.

Council reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licencing laws and/or any part of this Policy, shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underaged customers
- Serving intoxicated customers
- Serving liquor without a valid Smart Serve certificate
- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Allowing liquor to be consumed in an area not designated for the consumption of liquor

Council will direct the Facilities Manager to remove any person found in the bar area that has not previously filed a Smart Serve certificate with the Municipal Office one week prior to the event. If non-compliant persons are removed from the bar area, and no compliant persons remain to serve the

liquor, the bar will be closed and no further liquor shall be served. It is the responsibility of the person who is named on the liquor permit to ensure that all persons who are asked to serve have complied with this Policy. **It shall be the Policy of the Township of Conmee that when any Township facilities are rented for an event where liquor will be served, the person who is the liquor permit holder shall be the person named on the rental agreement.**

Alternatively, the liquor permit holder may sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed copy with the Administration one week before the licensed event is to be held.

3. Bouncer

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire a "bouncer", who's duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events.

4. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Administration will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter, of the deficiency. The deficiency shall be corrected not later than 24 hours before the rental date, or the serving of liquor at the event will not be allowed.

5. Public Notification

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

Signature of Liquor Licence Holder

Date

Print Name

Contact Phone Number

Policy No.: 39	Procedure:
Date Approved: August 9, 2011 Approving Resolution: 2011-136	Kitchen Rental

Purpose

The purpose of this policy is to establish terms of use of the kitchen for the purpose of serving food during a hall rental.

Procedure

There are two types of uses for the kitchen. The first type involves only limited use such as the coffee pots, fridge and/or microwave. The second type of use involves the use of the kitchen propane stove and dishwasher, and is usually associated with a wedding type of event. This policy is intended to ensure the proper procedures and safety measures are in place for both types of rentals.

Attached is a check-list of safety items and operations of the kitchen facilities. The Facilities Manager shall ensure that the users of the kitchen have been fully trained on the operations of the relevant equipment, as well as the location of the first aid box, fire extinguisher, fire alarm and other safety devices.

When the kitchen is to be used by a professional caterer, hired by the hall renter, a separate kitchen rental agreement shall be signed by the caterer. The cost of renting the kitchen shall become the responsibility of the caterer. A separate damage deposit shall be required. If a hall renter is having family or friends provide the meal using our kitchen, the hall renter shall ensure that there is a "kitchen boss" appointed. This "kitchen boss" shall be responsible for the safety of all persons working in the kitchen during the event. In that case the hall renter shall sign the kitchen rental agreement and will be responsible for payment for use of the kitchen.

All kitchen workers shall wear closed shoes and non-flammable clothing. Chef's coats will be provided when the propane stove is operational and all persons within the kitchen shall wear these coats.

It shall be the Policy of the Council for the Township of Conmee that access to the table room shall not be granted. Access to the bar will be restricted to the hall renter or their designates only. If a caterer needs access to the freezer in the bar, the caterer must be escorted by the Facilities Manager.

KITCHEN SAFETY CHECKLIST

- Location of First Aid Kit
- Location of Defibrillator
- Use of Propane Stove
- Use of Air Intake for Propane Stove
- Use of Large Coffee Pots
- Use of Microwave
- Use of Dishwasher
- Use of Fridge
- Use and Location of Fire Extinguisher and Fire Alarm

I hereby acknowledge that I have been shown the location and/or how to operate the above checked equipment. I also acknowledge my responsibility to ensure that all other workers in the kitchen adhere to the safety requirements.

Signature of Caterer, Kitchen Boss
or Hall Renter (as appropriate)

Date

Signature of Facilities Manager

Date

KITCHEN RENTAL AGREEMENT

Caterer or Kitchen Boss			
Address			
Phone Number	Home:	Work:	
Date of Function			
No. Of People Expected			
Facilities Required	Stove	Fridge	Dishwasher
Time Required	am/pm	To	am/pm
Hall Renter's Name			

All persons working in the kitchen **MUST** wear closed shoes and non-flammable clothing. The Facilities Manager has been directed to refuse entry to any person not appropriately dressed.

All kitchen equipment, including pots, pans, bowls and utensils must remain in the building at all times. Please make appropriate arrangements for removal of left-over food.

The caterer or kitchen boss shall be responsible for the actions of all other persons working in the kitchen including adhering to the clothing and safety rules. Please ensure that all persons are informed of these clothing restrictions before the day of the event.

The caterer or kitchen boss will be required to attend an orientation session with the Facilities Manager, to be shown the operations of the kitchen equipment as well as the location and use of all safety equipment including the fire extinguisher and first aid kit. This orientation must take place prior to any activities being carried out in the kitchen.

Cost for rental of the kitchen is the responsibility of the caterer, who shall sign this Agreement. In the case of family or friends providing the meal service, the cost of renting the kitchen shall be the responsibility of the hall renter, who shall sign this Agreement. The hall renter shall be responsible for appointing a "kitchen boss" to oversee the activities in the kitchen.

I have read and understood my responsibilities under this Kitchen Rental Agreement.

Signature of Caterer or Kitchen Boss
or Hall Renter as Appropriate

Date

(Please Print Name)

CONMEE TOWNSHIP COMMUNITY CENTRE
HALL SET-UP FORM

CONTACT NAME & NUMBER: _____

CATERER NAME & NUMBER: _____

TYPE OF FUNCTION: _____ **DATE:** _____

OPENING TIME FOR KITCHEN/DECORATING: _____

NON-SMOKING _____ SMOKING _____
NON- LICENSED _____ LICENSED _____ (NOTIFIED OF SMART SERVE REQUIREMENTS)

TABLES & CHAIRS

_____ # CHAIRS AT HEAD TABLE _____ # SMALL TABLES

_____ # ROUND TABLES: _____ # CHAIRS PER TABLE

_____ # LONG TABLES : _____ # CHAIRS PER TABLE

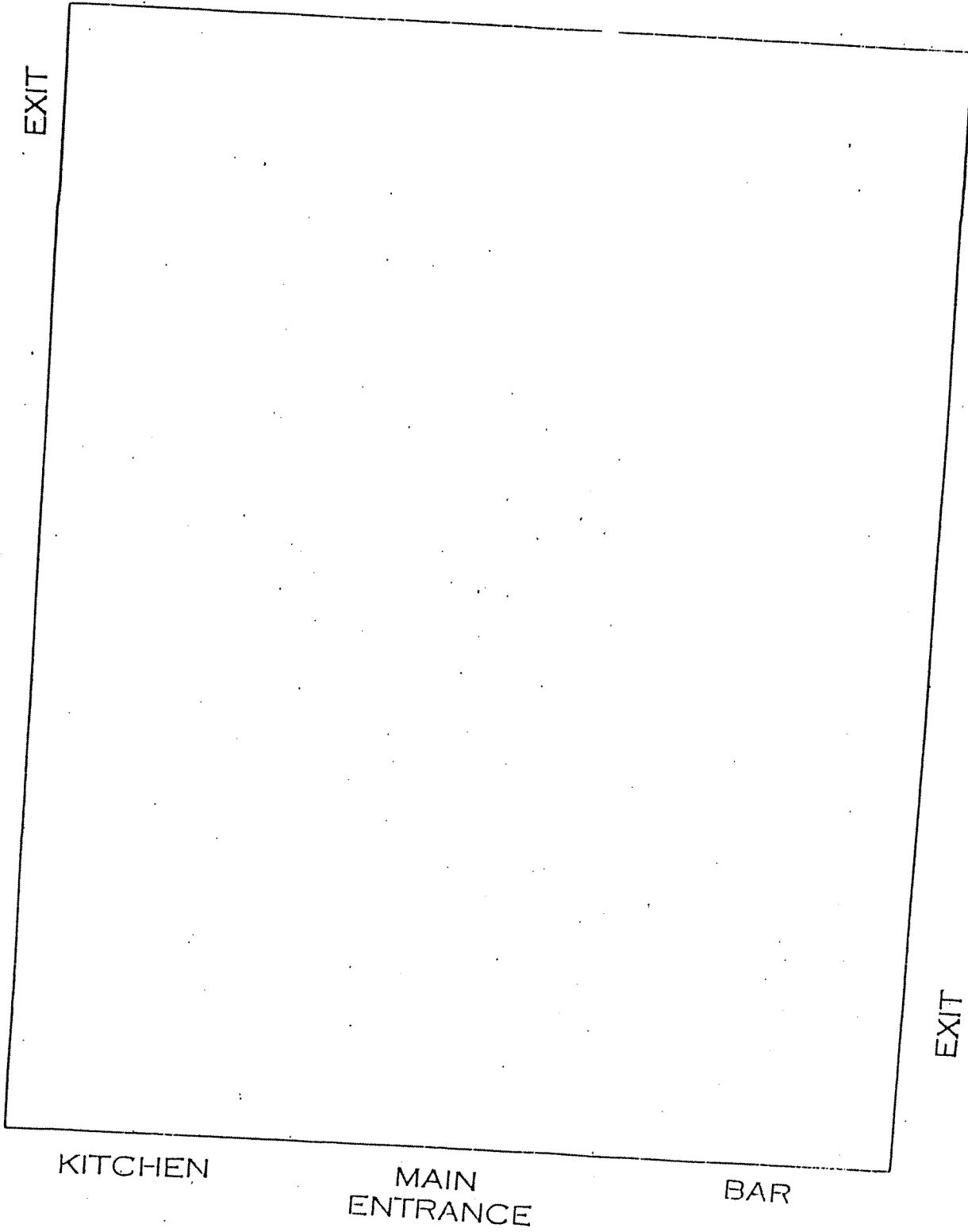
WE REQUEST THE USE OF THE FOLLOWING:

- | | | |
|----------------|-------------------|------------------|
| ___ STOVE | ___ BEER GLASSES | ___ FREEZER |
| ___ OVEN | ___ SMALL GLASSES | ___ STERNOS |
| ___ GRILL | ___ DISHES | ___ STAGE |
| ___ COFFEE URN | ___ CUTLERY | ___ P.A. SYSTEM |
| | ___ FRIDGE | ___ TABLE CLOTHS |

NOTES

****SEE BACK FOR HALL SET-UP DIAGRAM****

HALL SET-UP DIAGRAM



EXIT

STORAGE

EXIT

KITCHEN

MAIN
ENTRANCE

BAR