RENTAL LIABILITY AGREEMENT

(Echo Bay Community Hall, Sylvan Hall, Sportsplex Building
& Lending Library/Museum)

Regulations:

1. Shall pay rental & post a deposit fee (bond) with the Municipal Office prior to being given the key to the premises. The deposit will be returned in full if the facility is left without any damage to the building and/or contents and if Regulation #5 is adhered to.
2. Shall not expect the caretaker to redo the floors or any other cleaning as a result of the rentee, or anyone acting on behalf of the rentee, taking in supplies, decorating, cooking, etc.
3. Shall immediately notify the Township Office or caretaker of any problems arising during the rental.
4. Shall request any equipment (liquor dispenser, etc.) required from the Office or the caretaker at the time the rental agreement is pursued.
5. Shall be responsible for cleaning of the facility after a rental to a reasonable degree. The rentee is not entitled to leave broken bottles, glasses, etc. on the premises in any location that might endanger the caretaker and thus cause harm and/or compensation. The facility must be left in the same condition as it was rented – NO DAMAGE. Reasonable degree means: no paper or litter on the floors or tables, no decorations left up, all dishes washed, dried and put away, all food and beverages taken off the premises immediately after an event.
6. Shall fully understand that NO DECORATIONS are to be affixed to the walls of the halls with tape, tacks, pins or any other permanent or semi-permanent substance. Check with the Township Office or caretaker for instructions on decorating the halls.
7. **The rentee is responsible for obtaining their own special occasion permit. Only the liquor, wine or beer purchased on the permit may be sold or served on the premises and only where there is an adequate supply of food. All evidence of service or consumption shall be removed within 30 minutes after the expiry of the permit time period. The rentee may also specify a non-smoking environment. <u>Proof of the Liquor License must be provided prior to event.</u>**

Name: _____ Address: _____

Telephone # : _____ Nature of Event: _____

Date for use: _____ (8am to 2am only) Echo Bay Hall _____
Sylvan Valley Hall _____
Use of candles: YES or NO Sportsplex _____
Amount of Deposit (bond): $ _____ Lending Library/Museum
Total Rent: $_____ Meeting Room _____

I, the above, do hereby agree to pay the Township of Macdonald Office the sum noted as a bond against any cleaning damage, loss or breakage (As per Regulation #5) that may occur as a result of my renting the Echo Bay Hall, Sylvan Valley Hall, Sportsplex and or its contents.
I, acknowledge my responsibility of being liable for any and all costs or repairs, replacement and/or renewal of hall property that may in any way be attributed directly or indirectly to my rental of the Halls or Sportsplex.
If the amount of the bond is sufficient to cover the total costs of the cleaning, damages, loss and/or breakage (as per Regulation #5) the costs will be deducted from the bond and the difference returned to the rentee. Should the cost exceed the bond, the rentee will be required to forfeit the bond and pay the balance owing.
Assessment of the cleaning, damage, loss and/or breakage will be made by the Recreation Dept. upon notification by the caretaker of impropriety; thus no refund of the bond can be made until after the cleaning of the facility.
I, the undersigned, have read and understand the statement of liability and acknowledge my compliance with it.
Phone calls from the facilities are restricted to local calls from Heyden to Thessalon.

Signature of Rentee: _____ Witness: _____ Date: _____

<u>Rental Fees</u>	<u>Echo Bay Hall</u>	<u>Sylvan Valley Hall</u>
Liquor Licensed Event(includes kitchen)	$125 + bond $75	$100 + bond $50
Hall & Kitchen (non-liquor)	75+ bond $75	75 + bond $50
Serving wine with supper, no dance	75 + bond $75	75 + bond $50
Hall only	35 + bond $75	35 + bond $50
Sportsplex Building (summer)	$150 + bond $100	(Canteen /Kitchen)
Sportsplex Building 3 Day Weekend	$400 + bond $100	(Canteen /Kitchen)
Lending Library/Museum Meeting Room	$ 20 + bond $25	

Caretaker: _____ Telephone: _____