

## 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 renter 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 renter is responsible to ensure their guests/patrons comply with all current Pandemic requirements/regulations that apply to the Municipal building in use and understand that these requirements/regulations can be modified at any time by the directive of the government of Ontario and/or the Algoma Public Health Unit and/or Council.
8. **The renter 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.**

**Proof of the Special Occasions permit and Proof of Liability Insurance must be provided prior to event.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Nature of Event: \_\_\_\_\_

Municipal building: \_\_\_\_\_ Date(s) for use: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approx. time of use: \_\_\_\_\_ to \_\_\_\_\_ (8am to 2am only)

### Rental Fees:

Rental Fee: \$ \_\_\_\_\_ (Kitchen Yes or No)

Liquor Licensed Event: YES or NO

Additional Costs: \$ \_\_\_\_\_  
(If applicable)

Use of candles: YES or NO

Total Rental Amount: \$ \_\_\_\_\_

For internal use

Emailed: \_\_\_\_\_

Paid: \_\_\_\_\_

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 Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of Payment: \_\_\_\_\_ Date of return of Deposit: \_\_\_\_\_

A COPY OF THE SPECIAL OCCASION PERMIT AND PROOF OF LIABILITY INSURANCE has been provided at the Municipal Office

Date	Received by	
<b>LOCATION</b>	<b>TYPE</b>	<b>PRICE</b>
Sportsplex (Non-ice rental)	per hour	\$50
Sportsplex (Non-ice rental)	1/2 day (max. 6 hrs.)	\$225
Sportsplex (Non-ice rental)	Full Day Rental	\$450
Sportsplex (Non-ice rental)	2 Full day Rentals	\$700
Echo Bay Hall Sylvan Valley Hall	Hall & Kitchen	\$100
Echo Bay Hall Sylvan Valley Hall	Hall only (includes coffee/tea)	\$60
Echo Bay Hall Sylvan Valley Hall	Hall Only Private or Business offered Clubs/Groups/Classes/Programs	\$35 (a fee is charged to participate)
Echo Bay Hall Sylvan Valley Hall	Hall & Kitchen Private or Business offered Clubs/Groups/Classes/Programs	\$50 (a fee is charged to participate)
Echo Bay Hall Sylvan Valley Hall	Community Recreational Clubs/Groups/Classes/Programs	No Charge (free to participate or non-profit organizations)
Museum & Lending Library	Meeting room	\$25

Caretakers for Halls: Telephone:  
Kara Lee Kelly 705-257-7723 Sam Cunningham 705-282-7407

Telephone LSC:  
Trisha Daynard 705-297-4024 (cell)