

RENTAL LIABILITY AGREEMENT

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

REGULATIONS:

1. Shall pay rental with the Municipal Office prior to being given the key to the premises.
2. Shall not expect the caretaker to redo the floors or any other cleaning because 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 own setup, tare down and cleaning of the facility after a rental to a reasonable degree. The facility must be left in the same condition as it was rented – NO DAMAGE. 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. A 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 they comply with all permits and licenses requirements/regulations 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

Special Occasion Permit: YES or NO

Proof of liability Insurance: YES or NO

Total Rental Amount: \$ _____

Use of candles: YES or NO

For internal use

Emailed: _____

Paid: _____

Key: _____

I, the above, do hereby agree to pay the Township of Macdonald Office the sum for any cleaning, damage, loss or breakage (As per Regulation #5) that may occur because of my renting the Echo Bay Hall, Sylvan Valley Hall, Museum/Lending Library, Sportsplex and or its contents.

I, the above, acknowledge my responsibility of being liable for 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, Museum/Lending Library, or Sportsplex.

Assessment of the cleaning, damage, loss and/or breakage will be made by the Leisure Services Coordinator, upon notification by the caretaker of impropriety.

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: _____

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

Date	Received by	
LOCATION	TYPE	PRICE
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
Sylvan Valley Hall: Shelley Evoy
Echo Bay Hall: Curt Silver

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