



**MUNICIPALITY OF McDUGALL - WAUBAMIK COMMUNITY HALL
RENTAL APPLICATION**

NAME: _____ PHONE: _____

ADDRESS: _____

DATE REQUESTED: _____

TIME OF EVENT REQUIRED: from _____ to _____

NATURE OF EVENT _____

NUMBER OF GUESTS _____

KITCHEN FACILITIES REQUIRED: YES: NO:

SPECIAL OCCASION PERMIT REQUIRED YES: NO:

SPECIAL OCCASION PERMIT HOLDER _____ # _____

LIABILITY INSURANCE INFORMATION: _____

<u>RATES:</u>	Rental Fee	\$77.00 + HST <u>\$87.01</u>
	Funeral Luncheon	NO CHARGE
	Damage Deposit	\$75.00
	TOTAL	\$

NOTES: ANY DECORATIONS MUST BE ATTACHED TO THE 1X12 STAINED PINE BOARD PERIMETER IN THE MAIN ROOM. IF DECORATIONS ARE ATTACHED TO ANY OTHER WALLS OR CEILINGS IN THE FACILITY FORFEITURE OF THE DAMAGE DEPOSIT TO THE MUNICIPALITY WILL OCCUR.

WAIVER

In consideration of the Corporation of the Municipality of McDougall permitting the use of its facilities, the undersigned agrees to indemnify and save harmless the Municipality of McDougall, its agents, servants and employees from and against all actions, suits, claims, and demands which may be brought against the Corporation arising from the use of the said facilities.

All fees are due when rental application is completed.

This agreement is binding when signed.

I have read the terms and conditions and agree to comply with the conditions of the Waubamik Community Hall Terms and Conditions of Rental.



Signature of Lessee

Date

Municipal Staff (signature)

Date

THIS IS A SMOKE FREE BUILDING.
SMOKING IS PROHIBITED.

If problems arise please contact the McDougall Municipal Office (342-5252). Thank you for your abeyance with all of the terms and conditions of rental.

Signature of Applicant

Date

In consideration of the covenants and agreements made by the applicant, I hereby accept this Application on behalf of the Municipality of McDougall so as to permit the Applicant the right to use the premises at the time or times specified.

Authorized Official

Date

**MUNICIPALITY OF McDOUGALL – PARKS & RECREATION
WAUBAMIK COMMUNITY HALL
FACILITY RENTAL, TERMS AND CONDITIONS**

1. The Municipality will honor tentative bookings for 48 hours.
2. Cancellation must be given in writing 30 days prior to the event.
3. To obtain keys to the hall, contact the Municipality one working day prior to the event.
4. No alcoholic beverages may be served in the hall without a LCBO license. If liquor is served, a copy of the appropriate SOP permit and liability information must be given to the Municipality prior to the event and a copy of the SOP permit and liability information must be posted in the hall during the event. Alcoholic beverages shall not be allowed to leave the building.
5. Do not remove anything from the hall without obtaining permission from the Municipality.
6. The applicant is responsible for all damages incurred on the premises or Municipal property as a result of any act or omission of the Applicant or the Group named hereon or their member, officers, employees, agents or contractors or any person who attends the function and, in the event of such damage, to pay to the Municipality a Damage Charge in such amount as is determined by the Municipality. The damage deposit will be refunded once the hall has been inspected and found in order.
7. That the Municipality shall not be liable for any damage to or loss of any property brought into the premises in conjunction with the function by the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function.
8. To supervise and control all persons in attendance at the function and to restrict such persons to the premises.
9. Not to contravene any statutes or regulations of the Province of Ontario or the Dominion of Canada or any By-laws of the Municipality.
10. For a licensed Alcohol function, to obtain a proper license from the Liquor License Board of Ontario, to provide all liquor and equipment necessary for the sale and consumption thereof, to supervise the sale and consumption of liquor, to remove all remaining liquor and equipment provided immediately following the function and to bear all costs relating to the above.
11. The Municipality reserves the right to cancel this Agreement upon notification to the Applicant at least One Week prior to the date of the function, in which event any fee paid shall be refunded to the Applicant and the Municipality shall not be liable to the Applicant for any loss or damages.
12. No alcohol shall be served after 12:30 a.m., with all music turned off at 1:00 a.m. and the premises vacated by 1:30 a.m. The O.P.P. will be called if loitering or consumption of alcohol persists after these times.
13. The use of confetti on the premises shall be prohibited.
14. The cleaning of the hall is the responsibility of the applicant. It must be cleaned by 10:00 a.m. the day following the function. The municipality will retain the damage deposit if the hall is not left in accordance with the following instructions:
 - Wash table tops, make sure tables and chairs are piled and placed against walls in a neat and tidy manner.
 - Wash, dry and put away all dishes.
 - Floors are to be cleared of debris and swept.
 - Garbage must be removed from premises at the end of each function. There is no garbage disposal for the hall.
 - Please check all taps and toilets to ensure they are shut off and flushed.
 - Turn off all lights, appliances and fans.
 - All windows and doors are to be locked when leaving
 - Notify the municipality the first working day after the event of any damages.