

EVENT DATE: \_\_\_\_\_ Booked by: \_\_\_\_\_

PAID? \_\_\_\_\_

DEPOSIT? \_\_\_\_\_

INSURANCE? \_\_\_\_\_

**THE TOWNSHIP OF ST. JOSEPH**  
**OLD TOWN HALL 1211 Richards Street,**  
**Richards Landing - Office Phone: 705-246-2625**



**Terms & Conditions for Users**

**NO BOOKING SHALL BE CONSIDERED CONFIRMED UNTIL SUBMISSION OF THE APPLICATION FORM AND APPLICABLE DEPOSIT.**

**The Township will:**

1. Provide the hall in a clean, respectable condition for the event.
2. Provide one key to the User prior to the event: on the morning of the rental on weekdays, or at the end of the business day on Friday for weekend rentals. The key is to be returned when event is finished and the hall has been left in a condition that is satisfactory to the Township.

**The User of the hall is required to:**

1. Inspect the hall in advance of the event and report any problems to the Township.
2. Set up and take down of tables and chairs and/or decorations required for the event. Tables and chairs are to be stacked along walls after use. Only non-abrasive putty adhesive may be used to put up decorations – NO TAPE and NO TACKS. No exposed flame. All candles must be contained in appropriate holders.
  - If set up is required the day before the planned event, the renter will be charged an additional day's rental fee.
3. Provide all cleaning supplies and disposable items.
4. Thermostat is to be kept at 60° when closing the hall, but leave the ceiling fans ON to push warm air down.
5. Close doors to both washrooms as these rooms are heated separately.
6. Turn off all lights upon leaving and locking hall.
7. Ensure that all doors and windows are closed and locked after the event. (Note: key required to lock back door)
8. Return key to Township Office after the event. If the office is closed please slip the key through the slot to the left of the door at the Township Office.
9. Pay for or repair any damage to the building, fixtures and/or equipment which occur during the rental period
10. Leave the premises in a clean and tidy condition:
  - Floors are to be swept and mopped if necessary (broom, mop and pail are located in storage area in men's washroom);
  - Tables and chairs are to be cleaned and stacked;
  - All garbage is to be removed from the premises.
11. The User acknowledges and agrees that this agreement may be revoked or cancelled by the Township at any time, with or without cause, and that in the event of revocation or cancellation, the User will have no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.
12. The User shall have a right to cancel this agreement providing written notice of cancellation to the Township at least 24 hours prior to the scheduled event.
13. In the event of cancellation in accordance with the terms of this agreement, the full User fee(s) and deposit(s) paid by the User shall be refunded by the Township.
14. The User shall ensure no alcoholic beverages are supplied or consumed at the hall, without having first secured a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

15. The User shall take all necessary steps to ensure that all activities conducted at the event and the behaviour of persons at the event is orderly, safe and abide by all laws and regulations. All staff and/or volunteers, and any and all security or policing for the event shall be the responsibility of the User.
16. The User shall be responsible for the repair of any damage to the hall and any fixtures or equipment contained therein, however caused, arising out of or during the event. The User shall be responsible for cleanup of the hall and garbage disposed to the satisfaction of the Township. In the event of failure to repair or cleanup the hall to its pre-existing condition within 12 hours of the event, the Township will perform such obligation and the User shall be responsible to immediately pay the Township's costs.
17. All cleaning supplies and disposable items shall be supplied by the User.
18. The Township makes no warranty or representation as to the fitness of the hall for the event and shall have no obligation to make any repair or modification, or to perform any work upon the hall in connection with the event.
19. The maximum capacity of the Old Town Hall is **150** persons. The User shall ensure that occupancy does not exceed this number.
20. A Certificate of Insurance naming The Township of St. Joseph as additional insured must be provided prior to the event.
21. THE APPLICANT AGREES TO INDEMNIFY AND SAVE THE TOWNSHIP, ITS AGENTS AND EMPLOYEES, HARMLESS FROM ANY CLAIMS FOR INJURY OR PROPERTY DAMAGE OCCASIONED BY THE APPLICANT AND ALL OTHERS PERMITTED ON THE PREMISES DURING THE RENTAL PERIOD.
22. The Township and the User agree to the following special conditions:
  - It is agreed that there are no representations, warranties, collateral agreements or conditions affecting this Agreement except as expressed herein. No change or modification to this Agreement shall be valid unless it is in writing and signed by each party.
  - This agreement shall enure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

I HAVE READ THE TERMS AND CONDITIONS OF THIS AGREEMENT AND AGREE TO ABIDE BY THE REQUIREMENTS SET OUT HEREIN.

SIGNATURE OF APPLICANT: \_\_\_\_\_

**THANK YOU!**

If the event causes persons other than the applicant to be in a position of liability, should there arise any claims for injury or property damage, the following persons do attest to the indemnification of the Township and its agents, employees or officers:

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**THE TOWNSHIP OF ST. JOSEPH**



**OLD TOWN HALL  
RENTAL/USE AGREEMENT**

NAME OF ORGANIZATION:		
NAME OF ORGANIZER (CONTACT):		
ORGANIZATION TYPE (PLEASE SELECT ONE)		
<input type="checkbox"/> Island non-profit		
<input type="checkbox"/> Off Island non-profit		
<input type="checkbox"/> Private Recreation/Education		<input type="checkbox"/> Advertising Package (avail for rentals of 10 days or more)
<input type="checkbox"/> Private/Commercial Use		
ADDRESS:		
TELEPHONE:	FAX:	EMAIL:
DATE:	TIME:	# OF DAYS:
TYPE OF EVENT:		
TOWNSHIP EQUIP/PROPERTY WILL BE RETURNED/PICKED UP ON (IF APPLICABLE):		
REQUIRED:		
Tables: <input type="checkbox"/> Rectangle # Req'd: _____ <input type="checkbox"/> 60" Round # Req'd: ____ <input type="checkbox"/> N/A		
Stage Risers: <input type="checkbox"/> # Req'd _____ eight 8' rectangle and six 5' round tables available		
SPECIAL CONDITIONS:		

<b><u>FOR OFFICE USE ONLY:</u></b>		
CERTIFICATE OF INSURANCE PROVIDED (REQUIRED):		
APPROVED BY:		
RENTAL FEE:	PLUS 13% HST:	TOTAL RENTAL FEE REC'D:
AVERTISING PACKAGE:	PLUS 13% HST:	TOTAL PACKAGE FEE REC'D:
DEPOSIT AMOUNT REC'D:	RETURN DEPOSIT CHEQUE <i>OR</i> SHRED??	

**SCHEDULE "A"**  
**BY-LAW 2022-11 (Original Amended)**  
**COMMUNITY USE OF THE OLD TOWN HALL**  
**User Fees**  
**(Payable in Advance)**

<b>USE/USER</b>	<b>FEES</b>
Municipal related activities and municipally sponsored functions	<ul style="list-style-type: none"> <li>• No Charge</li> <li>• \$50.00 deposit required</li> </ul>
Township of St. Joseph and Island-Wide Community/Non-Profit Groups/Organizations (e.g. fund raising events, meetings) and Not for profit events (e.g. baby showers)	<ul style="list-style-type: none"> <li>• \$50.00/day + \$6.50 HST = \$56.50 TOTAL <i>Plus</i></li> <li>• \$50.00 cleaning/damage deposit (no tax on deposit). REFUNDABLE</li> </ul>
Private Recreational/Educational Functions (e.g. dance lessons, educational seminars) *Consecutive bookings dates must be chosen at the time of booking	<ul style="list-style-type: none"> <li>• 1 day - \$60.00 + \$7.80 HST = \$67.80 TOTAL</li> <li>• 2 to 4 days - \$50.00/day + \$6.50 HST = \$56.50 TOTAL/ day</li> <li>• Over 4 days - \$20.00/ additional day in same year +\$2.60 HST = \$22.60 TOTAL/day <i>Plus</i></li> <li>• \$50.00 cleaning/damage deposit (no tax on deposit). REFUNDABLE</li> </ul>
Advertising Package	<ul style="list-style-type: none"> <li>• \$5.00/day (available for rentals of 10 sessions or more) <b>Includes:</b> <ul style="list-style-type: none"> <li>• ¼ page ad in <i>The Island Clippings</i> for one week</li> <li>• promotion of event/classes on Township Facebook and website</li> <li>• flyers posted in Richards Landing</li> </ul> </li> </ul>
Other Private/Commercial Uses	<ul style="list-style-type: none"> <li>• \$125.00/day + \$16.25 HST = \$141.25 TOTAL/day <i>Plus</i></li> <li>• \$100.00 cleaning/damage deposit (no tax on deposit). REFUNDABLE</li> </ul>
Optional Booking Deposit	<ul style="list-style-type: none"> <li>• \$100.00 + \$13.00 HST = \$113.00 <i>Balance of Rental fee and cleaning/damage deposit payable PRIOR TO USE</i></li> </ul>

**\*\*\*NOTE: All Deposit cheques are to be held and only deposited if clean up funds are required.**

Hall equipment available for use with rental:

Rectangular Tables - 8 @ 72"

Round Tables - 5 @ 60"

90 chairs

Place settings for 60

# Old Town Hall Checklist for Renters

<b>Before your rental</b>	
	Inspect the hall in advance of the event and report any problems to the Township Office
	Set up of tables and chairs and/or decorations required for the event. Only non-abrasive putty adhesive may be used to put up decorations – <b>NO TAPE and NO TACKS.</b> No exposed flame. All candles must be contained in appropriate holders. ** If set up is required the day before the planned event, the renter will be required to rent the Hall for one additional day charged an additional day's rental fee**
	Ensure that you have all cleaning supplies and disposable items you will need to return the hall to its original condition.
<b>Before you leave</b>	
	Ensure thermostat is set to 60°
	Ceiling fans are ON to push warm air down
	<b><i>Leave the premises in a clean and tidy condition:</i></b>
	<ul style="list-style-type: none"> <li>- Dishes (if used) are to be cleaned according to Algoma Health Unit Regulations (posted in kitchen) and put away.</li> <li>- Floors are to be swept and mopped if necessary. (broom, mop and pail are located in storage area in men's washroom);</li> <li>- <b>Tables and chairs (if used) are to be wiped and stacked.</b> Please stack chairs 8 high, and arm chairs with arm chairs, regular chairs with regular.</li> </ul>
	Ensure that all doors and windows are closed <u>and locked</u> after the event. (Note: key is required to lock back door). Please turn off switch on Auto Door Opener (instructions on door).
	Coffee maker is unplugged.
	Fridge is unplugged and the door propped open.
	Turn off all lights.
	Return key to Township Office immediately after the event. If the office is closed please slip the key through the slot to the left of the door at the Township Office.
	Report any damage to the building, fixtures and/or equipment which occurred during the rental period to Township Office immediately.

*Your deposit fee will be returned, or the cheque destroyed, only upon satisfactory inspection by a Township employee after your rental.*

I have read and understand the conditions of the rental agreement and agree to abide by these requirements.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature