



**The Corporation of the Township of Cramahe**  
 1 Toronto Street, Box 357, Colborne, Ontario K0K 1S0

**Rotary Hall/Keeler Centre Arena Deck Rental Agreement**

Website: www.cramahe.ca  
 Ph: (905) 355-2821 (Municipal Office)  
 Fax: (905) 355-3430 (Municipal Office)  
 Ph: (905) 355-2846 (Keeler Centre)  
 Fax: (905) 355-2674 (Keeler Centre)

**Section 1: Contact Information** (Licensee)

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization: \_\_\_\_\_

**Section 2: Fees**

**Weekday Rentals**  
 (Monday – Thursday 9am – 11pm & Friday 9am – 4pm)

**Weekend Rentals**  
 (Friday after 4pm to Sunday 11pm)

<input type="checkbox"/> Half Hall (4hrs or less)	\$57.52 + HST	<input type="checkbox"/> Half Hall (8hrs or less)	\$177.99+ HST
<input type="checkbox"/> Full Hall (4hrs or less)	\$97.35 + HST	<input type="checkbox"/> Full Hall (8hrs or less)	\$353.98+ HST
<input type="checkbox"/> Half Hall (8hrs or less)	\$88.50 + HST	<input type="checkbox"/> Full Arena Deck Day Rental	\$750.44+ HST
<input type="checkbox"/> Full Hall (8hrs or less)	\$177.99 + HST	<input type="checkbox"/> Local Service Groups 25% Subsidy of Rental Fee	
<input type="checkbox"/> Local Service Group ( <b>OSOH</b> )	\$43.14 + HST (4hr max)		
<input type="checkbox"/> Local Service Group ( <b>SOH</b> )	\$22.12 + HST (4hr max)		<b>OSOH</b> – Outside Standard Operating Hours
<input type="checkbox"/> Community Wellness Programs	\$17.70 + HST (2hr max)		<b>SOH</b> – Standard Operating Hours
<input type="checkbox"/> Full Arena Deck Day Rental	\$450.44 + HST		

**Additional Items Available For Rent:**

<input type="checkbox"/> Table Clothes (white/black)	\$12 + HST/cloth	# of Table Clothes:	<input type="checkbox"/> Head Table Back Drop	\$50 + HST
<input type="checkbox"/> Table Skirts (white)	\$15 + HST/skirt	# of Table Skirts:	<input type="checkbox"/> Small Black Risers	\$50 + HST
<input type="checkbox"/> Corking Fee	\$4.50 + HST/ bottle	# of Bottles:	<input type="checkbox"/> Large Stage	\$650.00 + HST
<input type="checkbox"/> Video Projector	\$10 + HST/day	# of Days:	<b>Additional Staffing:</b>	
<input type="checkbox"/> DVD/TV	\$10 + HST/day	# of Days:	Bartender \$18.00 per hour	
<input type="checkbox"/> Half Peavey Sound System	\$100 + HST/day	# of Days:	Maintenance Staff \$30.00 per hour	
<input type="checkbox"/> Full Peavey Sound System	\$200 + HST/day	# of Days:	Note: Additional Staffing is determined by management and renter. Local Service Groups will be charged for Corking Fee & Large Stage.	
<input type="checkbox"/> Kitchen Use		# of Days:	Parks and Recreation approval: _____	
<input type="checkbox"/> 4 Hours or less	\$48.67+ HST			
<input type="checkbox"/> 8 Hours or Less	\$88.50 + HST			

**Payment:**

Rental Fee	Additional Fees	Tax	Rental Total	50% Deposit	Balance
\$	\$	\$	\$	\$	\$

<b>For Office Use Only</b>		
50% Deposit Collected: \$	Balance Collected: \$	\$200 Damage Deposit Collected
Date:	Date:	Date:
		Damage Deposit Returned
		Date:

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### Section 3: Event Details

#### Date and Times of Use:

Event Date	Start Time	End Date	End Time

Purpose of Use: \_\_\_\_\_

Additional Staff Required: Yes / No

Bar Staff Required: Yes / No

Bar Hours: \_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

#### Catering:

The Keeler Centre has two preferred local caterers; any other caterer must be approved by the Manager of Operations.

#### Black Dress Catering

Donna Rusaw

Cell: 905-375-8575

Email: [donnarusaw@hotmail.com](mailto:donnarusaw@hotmail.com)

#### King's Plate Catering

Darren Lawn

Home: 905-344-7095

Cell: 905-269-4877

Email: [kingsplate@hotmail.com](mailto:kingsplate@hotmail.com)

Website: [www.kingsplate.ca](http://www.kingsplate.ca)

Caterer for This Event: (circle caterer of choice)

Black Dress Catering OR King's Plate Catering

Event Setup Instructions: (Please describe your event set up)

Check Items Needed For Your Event: (these items are included in rental fee)

<input type="checkbox"/> Rectangular Tables	<input type="checkbox"/> Round Tables	<input type="checkbox"/> Dishes/Cutlery/Glasses	<input type="checkbox"/> Microphone	<input type="checkbox"/> Podium
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## Section 4: Conditions

### Damage Deposit

1. Cramahe Township will require a separate cheque for the damage deposit in the amount of \$200.00. An additional bill will be sent out to the renter, if there is damage in excess of \$200.00. Renter will date the damage deposit cheque for the date of the event. After the facility is inspected by staff and it is determined that there is no damage, the damage deposit cheque will be returned to the renter.
2. The Corporation of the Township of Cramahe will not be responsible for personal injury, damaged, loss or theft of personal property or equipment of the renter or anyone attending the event.
3. The renter is responsible for any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests.
4. The renter is responsible for the conduct of their helpers, hired staff, other services providers and guests, on and off the premises during and following the event and proper handling of all equipment and furnishings owned by the Township of Cramahe.

### Payment

1. The renter agrees to pay a rental deposit of 50% of the hall rental and provide a damage deposit cheque of \$200.00 at the time of signing the Rental Agreement. The event is not officially booked until 50% of the hall rental and the damage deposit cheque is received.
2. The remaining outstanding balance will be due one week prior to the event.
3. Method of payment accepted is cash or cheque. All cheques are to be made out to the Township of Cramahe.

### Cancellation

1. If the event is cancelled, in writing one month before the event 10% of the total invoice will be charged to the renter, with less than month of notice, in writing, the full 50% of the hall rental will be kept by the Municipality, up to a maximum of \$500.00.
2. This rental agreement may be terminated by the Township of Cramahe at any time in its sole discretion; and the facility and the Township of Cramahe will not be responsible for any loss or damage of any kind. The only entitlement of the renter being a refund of the proportionate part of any fees paid. In the event the said facility, or any part thereof, shall be damaged or destroyed by fire, explosion, lighting or tempest so as the render the same unfit for the purpose of the renter, or the Township of Cramahe, at any time require the use of the facility for some other purpose, including but not limited to, repair, renovations or reconstruction work or in case the facility or the Township of Cramahe deem that it is in the public interest, in the interest of safety or order, or in the interest of the preservation of the facility to do so.
3. Force Majeure – means any act, event or circumstances or any combination of acts, events or circumstances which...prevents, hinders or delays the affected party in its performance of all (or part) of its obligations under this contract...without limiting the generality of the foregoing...an Act of God, including drought, fire, flood, lightning strike, or other natural disaster...any act, event or circumstance of a nature analogous to any of the foregoing.

### Decorating

1. Rotary Hall/Arena Deck will be made available to decorators at no additional charge (if not booked) the day before the wedding or major event, during regular staffing hours. There will be a per hour charge added to bring employees in off their normal working hours.
2. All Exits must be free from obstructions.
3. NO confetti or similar material of any sort is to be used inside Rotary Hall or on the Arena Deck.
4. Only Painters tape may be used to post signs on any walls. No nails, tacks or other articles are permitted. Renter must supply.
5. Decorations that are required to be hung from the ceiling must be approved by management. All hanging decorations must be removed after the event.
6. Any decoration that uses a flame is not permitted in the facility.

7. NO offensive decorations permitted on the premises.
8. Any unorthodox decorations must be approved by management.

#### Liquor

1. Alcohol Beverages must remain in Rotary Hall or Arena Deck at all times.
2. No Alcohol other than that sold by the Township of Cramahe is permitted on the Townships property.
3. Arrangements must be made with the Manager to bring in a wine and a corking fee will be applied.
4. No homemade Wines or Alcohol are allowed to be brought in.
5. No person under the age of 19 years of age may handle or consume alcohol in any manner. The renter is responsible for the conduct of their helpers, hired staff, other services providers and guests.

#### Smoking

The Corporation of The Township of Cramahe By-Law #2014-06 prohibits smoking and the use of all tobacco products within Municipal Playgrounds or nine (9) meters of any entrance ways surrounding Municipal Buildings. In accordance with the Smoke Free Ontario Act, all smoking is prohibited within any municipal building or enclosed public places.

#### Insurance

Prior to using the facility, the Licensee must deliver to the Municipality proof of liability insurance in an amount of not less than 2 million dollars, naming the Municipality as an additional insured **or, where the Licensee chooses not to obtain the liability insurance, the Licensee hereby acknowledges its voluntary assumption of risk and agrees to indemnify the Municipality.**

Licensee will deliver proof of liability insurance to the Municipality                      Yes / No

Licensee chooses not to obtain liability insurance    Yes / No

#### Other

1. The rental agreement is not accepted until it is read, signed and the deposit is made.
2. To use the premises only for the purpose and at the time agreed upon.
3. Rotary Hall/Arena Deck shall remain, at all times during the terms of this agreement, under the control of the Keeler Centre Staff.
4. That the facility shall have the right at any time to eject or refuse admittance to the facility, any person who is likely to, create a disturbance or behave in an objectionable or improper manner.
5. That the rights granted to the User may not be assigned or sublet in any way.
6. To abide by, and conform to all by-laws and regulations of the Township of Cramahe and the Keeler Centre, whether or not stated herein an all laws and requirements related to the facility.
7. To preserve and maintain good order, discipline and safety in the facility
8. Should the renter shall fail to pay any monies required to be paid pursuant to this agreement, at the time such monies are required to be paid, or if the renter shall fail to perform or observe any terms or conditions of this agreement, the facility may declare this agreement terminated forthwith and there upon all rights of the renter in respect thereof shall be terminated without entitlement to claim any damages, reimbursements, compensation or remuneration whatsoever.
9. That the renter will adhere to the directions of the designated facility supervisor for the duration of the agreement.
10. The user shall indemnify the Township of Cramahe and/or the facility from all claims, damages, loss, costs and charges occasioned to have suffered by or imposed upon the Township and/or the facility, either directly or indirectly, in respect of any matter arising out of the use of the premises by the user or out of any operation, event, activity or other things connected therewith, or out of the improper use of the premises or the breach of this agreement with respect thereto and waives and releases the Township of Cramahe and/or the Keeler Centre from any claim or the user in respect of any such matter.
11. During the use and occupation of the premises the renter will indemnify and save harmless the Township of Cramahe from and against any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason of or as a result of the use of The Keeler Centre/Rotary Hall directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, agents, employees or workmen.
12. The User, by executing this agreement, acknowledges having read and understands this agreement, including the conditions which form part hereof and agrees to abide by all the terms and conditions.

Declaration

I, the undersigned, do hereby release and agree to indemnify and save harmless THE CORPORATION OF THE TOWNSHIP OF CRAMAHE and their respective officers, employees or agents from all claims for loss, injury or damage, to persons and property while participating in or travelling to and from the above facility which I or any person claiming through me or on my behalf, may at any time have arising out of or connected with the operation of said facility.

I have read this agreement and hereby covenant and agree to all of the terms and conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Township of Cramahe. I further acknowledge and agree that any breach of any or the conditions or terms may result in the termination of my rights to use the premises at the discretion of the Township of Cramahe.

I, the undersigned, have reviewed the terms and conditions for facility use and hereby agree to comply with each and every item.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

***For Office Use Only***

In consideration of the covenant and agreements made by the applicant, I hereby accept this application on behalf of the Township of Cramahe, so as to permit the applicant the right to use the premises at the time(s) and the conditions outlined in this agreement.

Name: \_\_\_\_\_ (Print Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_