



# **The Township of Perry Facility Rental Package**



## List of Municipal Parks and Facilities

Facility & Address	Capacity	Amenities
<b>Emsdale Community Center 32 Joseph Street</b>		
Main Hall	100	<ul style="list-style-type: none"> <li>• Full Kitchen</li> <li>• Bar, Fridge, Freezer</li> <li>• Coat Room</li> <li>• 32 Rectangular Tables</li> <li>• 150 Chairs</li> <li>• Podium</li> <li>• Stage</li> </ul>
Parker Room	15-25	<ul style="list-style-type: none"> <li>• Tables &amp; Chairs</li> </ul>
<b>Novar Community Centre 25 Laurie Street</b>		
Main Hall	100	<ul style="list-style-type: none"> <li>• Full Kitchen</li> <li>• Bar, Fridge, Freezer</li> <li>• Coat Room</li> <li>• 21 Rectangular Tables</li> <li>• 98 Round chairs, 23 square back chairs</li> <li>• Podium</li> <li>• Stage</li> </ul>
Municipal Office Council Chambers (Committee Meetings Only)	40	<ul style="list-style-type: none"> <li>• 5 Rectangular Tables</li> <li>• 40 Chairs</li> </ul>

Other Municipal Parks & Facilities Available for Rent	
Municipal Council Chambers	Committee Meetings Only
Municipal Gazebo	Birthday Parties, Picnics and non-licensed events



## The Corporation of the Township of Perry Facility Rental Policy

### Purpose

The purpose of the Facility Rental Policy is to promote the use of municipal facilities, to provide guidelines for their use and to ensure that the Municipality, lessee(s) and participants are protected.

The Municipality offers a number of facilities which can be rented for a variety of events/programming such as:

- Conferences and Meetings
- Recreational Activities such as: fitness classes, dance classes, sports leagues, team practices.
- Weddings, receptions, family reunions, birthday parties, bridal/baby showers and funeral services
- Fundraisers, craft sales, trade shows

**NOTE: There may be special circumstances or conditions under which additional terms and conditions may be required to support the use of Municipal Facilities. The Municipality reserves the right to assess facility requests and make amendments as necessary.**

### Application Process

All facility use requests must be completed in writing and submitted to the Municipal Office. A security deposit is required to confirm a booking. Tentative bookings will be held for 48 hours and released if the deposit is not received.

**Municipal Events and Programming will take precedent over facility booking requests.**

The Municipality reserves the right to request items such as layout map for the event; parking plans, additional types of insurance, depending on the specifics of the event.

Failure to satisfactorily meet these conditions relating to the requests shall be deemed a breach of this agreement and will result in the cancellation of the rental.

## Rules & Regulations

1. The Lessee(s) is responsible for completing the rental agreement and is required to make payment upon booking, unless otherwise stipulated.
2. The Lessee(s) shall obey and observe all By-laws, and Regulations, and Policies of the Township of Perry.
3. The lessee shall carry Commercial General Liability Insurance issued on an occurrence basis in the amount of no less than two million dollars (\$2,000,000) per nonalcoholic events and no less than five million dollars (\$5,000,000) per alcoholic events occurrence and shall name ***“The Corporation of the Township of Perry”*** as additional insured with a cross liability clause.

The lessee shall indemnify and hold harmless the Corporation of the Township of Perry and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability or expenses arising out of the use and/or occupation of the property belonging to the Municipality by the user group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Municipality.

A Certificate of Insurance evidencing coverage including a fourteen (14) days notice of cancellation clause is required to be submitted to the Municipal Office a minimum of one (1) week prior to the rental of the facility. Failure to provide this documentation will result in cancellation of the booking. **No refund will apply.**

For private rentals, not associated with a league, business, or organization, insurance may be available for purchase through the Municipality. Please contact the Municipality for more information.

All contracts are signed on the basis that the Lessee shall be responsible for any damages to the facility, the furnishings or any other property owned by the Municipality and located within the rented facility.

4. The Lessee may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required as a result of the rental. Additional charges may apply if staff time is required to return the facility to its original state.
5. Perry Municipal Parks and Facilities are SMOKE-FREE. Please abide by all by-laws and signage posted at these facilities.
6. If the Kitchen/Canteen facilities are used, they must be left in a clean and orderly state.
7. Any function that involves preparing and/or providing food and/or beverages to the public, regardless of whether it is free, or a fee charged, the Lessee is responsible to obtain North Bay Parry Sound District Health Unit approval and must adhere to all Health Unit requirements with respect to but not limited to food preparation, storage and handling.

8. Access to the facility must be during the specified times on the agreement **only**.
9. The Lessee will be responsible for set up and take down of all tables, chairs and amenities. The items shall be stored in the original location upon conclusion of the rental. All personal materials and equipment must also be removed upon conclusion of the event.
10. Do not use tape or tacks on any walls, windows, floors in the facility. In addition, the following are prohibited: open flames, confetti, fog machines, dry ice, or any other type of pyrotechnic devices.
11. Maximum attendance at any facility shall be governed by the fire regulations or Department of Health and all exits must be kept from obstruction at all times.
12. Rental keys are to be picked up from the Municipal Office located at 1695 Emsdale Road, Emsdale ON during regular office hours **Monday – Friday 8:30am-4:30pm**. If it is a weekend rental, please ensure that the key is picked up before the Municipal Office closes. The Municipal Office is closed on Statutory Holidays.
13. Upon conclusion of the rental, the keys can be dropped in the Municipal drop box or returned the next business day.
14. If the Function is an alcohol related function, this shall be indicated on the rental agreement and the Lessee must adhere to the Alcohol and Gaming Commission of Ontario. A copy of the Special Occasion Permit, Insurance, security confirmation and all required documentation must be submitted fourteen (14) days prior to the event. Failure to provide this information as required will result in the cancellation of the rental.
15. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.
16. Admission of animals to the facility is prohibited unless approved by the Township of Perry.
17. All concerns, safety or otherwise, should be reported in writing to Municipal Staff.
18. All Requests for fee waivers must be made in writing through the Township Donation Policy and shall be received no later than (thirty 30) days prior to the event. The following have no charges applied through standing agreement:
  - Algonquin Lodge No.434
  - Community Crafters Group (sewing group)
  - Emsdale Lions Club
  - Emsdale Agricultural Society
  - Emsdale-Scotia Women's Institute
  - Emsdale & Novar Volunteer Firemen Associations
  - Evergreen Heights Education Centre
  - Habitat for Humanity
  - Hope's Foodland Christmas party
  - Perry Township Allotment Gardeners

Updated November 8, 2017

- Powr Mag Inc.
- Sprucedale District Horticultural Society
- Saltwater Committee
- Von Smart Exercise Program for seniors
- The Door (Children's Afterschool Program)

19. The Municipality reserves the right to decline bookings for staffing, safety and/or other reasons.

20. Security deposits are returned within 14 days, of the event after a satisfactory inspection by a Municipal designate.

21. This Policy is subject to amendments without prior notice.



## Perry Township Community Centre Renters Checklist

The following is a list of items that need your attention at the end of each rental. We recommend renters use this checklist as a guide to keep our Community Centre(s) neat and clean. These items are evaluated by the Township's maintenance crew and security deposits are withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation!

1. The Lessee is responsible for sweeping the floor after the group has finished for the day/night.
2. All black boot scuff marks are to be cleaned off the floor before you leave.
3. Check all toilets in each washroom to ensure they are all flushed, and papers picked up off the floor. Ensure toilets are not still running after being flushed.
4. All tables and chairs are to be wiped clean of dirt and/or sticky material before stacking. Any tables used for crafts must be covered with a sheet of plastic/paper to prevent paint and glue adhering to the tabletop.
5. Ensure that coffee maker, stove, dishwasher have been turned off and wiped down.
6. Tables and chairs are to be stacked in piles of 10 only ensuring table legs do not rest against table surface. Please do not damage walls while stacking. Do not block exits with stacked tables/chairs.
7. Please **DO NOT** drag tables and chairs on floor. Please lift and place them in the desired location.
8. **ALL LIGHTS** in the washrooms, hallways, bar, main hall as well as the kitchen are to be turned off before leaving the building.
9. All floors are to be swept, spills cleaned up and damp mopped. A pail and mop will be provided.
10. All food and beverages must be removed from freezer and refrigerator and refrigerator wiped down.
11. **All garbage and or recycling items are to be removed from the building.** New garbage bag is to be placed inside waste receptacle.
12. No staples are to be used on tables, walls, bar or any place in the buildings.
13. No tape of any type is permitted for use in hall (floors, walls, windows or tables).

14. Thermostats turned to 62 degrees (heat) in winter and 76 degrees (air conditioner) in summer (Novar only).
15. All outside doors and windows are to be checked and locked before leaving the building. Side doors, rear doors and kitchen door should be double checked.
16. Return keys to Municipal Office or night drop box immediately after facility rental. If the key is misplaced additional fees will be incurred to obtain a replacement key.
17. All groups using the hall must notify the Municipal Office at 705-636-5941 if they are not going to be using the hall for their scheduled time.

**Municipal staff will complete this checklist the morning after use. If deficiencies are found the deposit will be utilized to offset expenditures proportionately.  
This also applies to damage to the building and/or contents.  
If the amount exceeds the deposit, you will be invoiced for the balance.  
As the Lessee, you are responsible for all set up and clean up associated with your rental.**

### **In Case of a Building Maintenance Emergency**

You are calling from

**Emsdale Community Centre at 32 Joseph Street**

**OR**

**Novar Community Centre at 25 Laurie Street**

For any emergencies relating to building maintenance during regular business hours,  
please call (705) 636-5941, after hours please call: (705) 787-3010

**FOR ANY OTHER EMERGENCY PLEASE CALL 911**





# THE TOWNSHIP OF PERRY FACILITY RENTAL AGREEMENT

I/We, \_\_\_\_\_ (name) hereinafter called the Lessee

ADDRESS: \_\_\_\_\_ Town: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

TELEPHONE: Residence: \_\_\_\_\_ Bus/Cell: \_\_\_\_\_

Hereby have read the terms of agreement and apply to rent the facility indicated below from THE CORPORATION OF THE TOWNSHIP OF PERRY for the purpose of

\_\_\_\_\_.

**FACILITY REQUESTED:** \_\_\_\_\_ **Rental Fee:** \_\_\_\_\_  
**Deposit Fee:** \_\_\_\_\_  
**Insurance Fee:** \_\_\_\_\_

The proposed function is

LICENSED      **OR**       UNLICENSED

1. Name of Individual and/or Name of Organization (Lessee/Permit Holder)

\_\_\_\_\_

2. Type of Use:       Annual       One Time Use

3. Date(s) of Event: \_\_\_\_\_

4. Times: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

5. Type of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

6. Will alcoholic beverages be available and/or sold?       **YES**       **NO**  
(If YES, please refer to Alcohol and Gaming Commission of Ontario for requirements)

7. Facility or Facilities Requested: (Please check all that apply)

- Emsdale Hall       Parker Room       Kitchen
- Novar Hall       Council Chambers

**NOTE: Only those areas listed on the rental agreement may be accessed during the rental Insurance Information**

- 8. Purchasing Municipal User General Liability Insurance Program       YES     NO
- 9. Customer supply Certificate of Insurance                                       YES     NO
- 10. Copy of Current Certificate of Insurance is on file                               YES     NO
- 11. Have you read and understand this Policy?                                       YES     NO

**Indemnification and Hold Harmless Clause**

The Lessee shall indemnify and hold harmless the Corporation of the Township of Perry and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability, or expenses arising out of the use and/or occupation of the property belonging to the Municipality by the user group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Municipality.

It is agreed and understood that upon execution of this Agreement, I will be responsible for:

- (i) The payment of all fees/rates applicable to the above facility rental.
- (ii) Adherence to the Perry Facility Rental Policies and Procedures as attached including, if applicable the Alcohol and Gaming Commission of Ontario.
- (iii) Payment of any costs associated with damage repair as a result of the above facility Rental.
- (iv) All insurance requirements have been met as outlined in this Policy.

I, we hereby acknowledge and agree to the above \_\_\_\_\_  
Name/Organization (if applicable)

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date Reviewed**

**Office Use Only:**

Key No. Signed Out: \_\_\_\_\_ Date: \_\_\_\_\_ Key Returned: Y / N Date: \_\_\_\_\_

Deposit returned: Y/N If No, Describe:  
\_\_\_\_\_  
\_\_\_\_\_

**Staff Initial:** \_\_\_\_\_



## Facility Rental Checklist

**The Lessee is responsible for submitting the following items with their rental agreement. Keys to the facility will not be released until the items below are submitted.**

- ✓ Full payment received
- ✓ Completed and Signed Rental Agreement
- ✓ If you are a league, business or organization - an insurance certificate naming **"The Corporation of the Township of Perry"** as additionally insured

OR

- ✓ Purchase Facility User Liability Insurance through the Municipality
- ✓ Party Alcohol Liability Insurance Certificate adding "The Corporation of the Township of Perry" as additional named insured for two (\$5) million dollars with a cross liability clause. (For events involving alcohol)
- ✓ Copy of Special Occasion permits. (For events involving alcohol)