



The Township of Perry Facility Rental Package



List of Municipal Facilities

| Facility & Address | Capacity | Amenities Available |
|---|----------|---|
| Emsdale Community Centre 25 Joseph Street | | |
| Main Hall | 140 | <ul style="list-style-type: none"> • Coat Room • 36 Rectangular Tables (6') • 24 Circular Tables (5') • 200 Banquet Chairs • Projector available upon request (subject to availability) |
| Kitchen (available for rental alongside Main Hall, or as a stand-alone rental) | | <ul style="list-style-type: none"> • Fully Equipped Kitchen • Bar, Refrigerator, Freezer • 3 Door Beverage Cooler • Commercial Coffee Maker • Commercial Dishwasher • 10 Burner Stove • 2 Standard Ovens • Commercial Convection Oven |
| Meeting Room 1 | 15 | <ul style="list-style-type: none"> • Tables/Chairs • Coffee/Hot Water Carafes available upon request • Projector available upon request (subject to availability) |
| Meeting Room 2 | 30 | <ul style="list-style-type: none"> • Tables/Chairs • Coffee/Hot Water Carafes available upon request • Projector available upon request (subject to availability) |
| Novar Community Centre 25 Laurie Street | | |
| Main Hall | 100 | <ul style="list-style-type: none"> • Full Kitchen • Bar, Refrigerator, Freezer • Coat Room • 21 Rectangular Tables • 98 Chairs • Podium • Stage |



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 Township, lessee(s) and participants are protected.

The Township 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, and team practices;
- Weddings, receptions, family reunions, birthday parties, bridal/baby showers, and funerals/memorial services;
- Fundraisers, craft sales, trade shows;
- Bachelor/Bachelorette Parties/Stage and Does **are not permitted.**

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 Township reserves the right to assess facility requests and make amendments as necessary.

Application Process

All facility use request must be completed in writing and submitted to the Municipal Office. A security/cleaning 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 programs will take precedent over facility booking requests.**

The Township reserves the right to ask for additional information depending on the specifics of the event, such as a parking plan or additional types of insurance. Failure to satisfactorily meet these conditions related to the request shall be deemed a breach of this agreement and will result in the cancellation of the rental.



Rules and Regulations

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

A certificate of insurance evidencing coverage including a fourteen (14) days notice of cancelation 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 the cancellation of the booking. **No refund will apply.**

For private rentals, insurance may be available for purchase through the Township. Please contact the Township for more information.

4. 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 Township, and located within the rented facility. 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. Municipal Parks and Facilities are **SMOKE FREE**. Please abide by all By-laws and signage posted at the facilities.
6. If the Kitchen/Bar facilities are used, they must be left in a clean and orderly state. No food or drink is permitted to be left behind.
7. Any function that involves preparing and/or providing food and/or beverages to the public, regardless of whether it is free or if a fee is 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 providing the Township with the layout of all tables, chairs, and amenities. Municipal Staff will set up and take down the items before and after the rental. All personal materials and equipment must be removed upon the conclusion of the event.
10. Do not use tape or tacks on any walls, windows, or floors in the facility. Open flames, confetti, fog machines, dry ice or any other pyrotechnic devices are also prohibited.
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. The rental keys must be picked up from the Municipal Office (Emsdale) or from the postal counter at Hope's (Novar). Upon conclusion of the rental, keys must be immediately returned to the applicable location.
13. 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's guidelines. A copy of the Special Occasion Permit, Insurance, and all required documentation must be provided fourteen (14) days prior to the event. Failure to provide this documentation as required will result in the cancellation of the event. Alcohol is only permitted on the premises during the times specified on the Special Occasion permit.
14. Admission of animals to the facility is prohibited unless approved by the Township of Perry.
15. All concerns, safety or otherwise, should be reported in writing to Municipal Staff.
16. The Township reserves the right to decline bookings for any reason.
17. Security/cleaning deposits are returned within 21 days of the event after a satisfactory inspection by a Municipal designate.
18. This Policy is subject to amendments without prior notice.



Renter's Checklist

The following is a list of items that need your attention at the end of each rental. We recommend that renters use this checklist as a guide to keep our facilities neat and clean. These items will be evaluated by Municipal Staff and security/cleaning deposits are withheld based on the satisfactory cleaning of the facility. Thank you in advance for your cooperation.

1. All floors are to be swept, spills cleaned up and damp mopped. A pail and mop will be provided.
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 that they are flushed, and papers are picked up off the floor. Ensure that toilets are not still running after being flushed.
4. All tables and chairs are to be wiped clean. 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 the coffee maker, stove, oven, and dishwasher have been turned off and wiped down.
6. All lights in the washrooms, hallways, bar, kitchen, and main hall are to be turned off before leaving the building.
7. All food and beverages must be removed from the refrigerator and freezer and the refrigerator must be wiped down.
8. All garbage and/or recycling is to be removed from the building. New garbage bag is to be placed inside the waste receptacle.
9. No staples are to be used on tables, walls, bar, or any place in the facility.
10. No tape is permitted for use in the hall (floors, walls, windows, or tables).
11. Thermostats turned to 62-65 degrees (heat) in winter and 72-76 degrees (air conditioner) in summer.
12. 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.



13. Return keys immediately after facility rental to the Municipal Office (Emsdale) or the after hours drop box at Hope's (Novar). If the key is misplaced, additional fees will be incurred to obtain a replacement key.
14. All groups using the facility must notify the Municipal Office at 705-636-5941 if they will not be using the facility 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 proportionality.

The deposit also applies to damage to the facility and/or contents. If the amount exceeds the deposit, you will be invoiced for the balance.

As the Lessee you are responsible for ensuring that the facility is left in a clean and orderly state following your rental.

In case of a Building Maintenance Emergency:

You are calling from:

Emsdale Community Centre at 25 Joseph Street, Emsdale

or

Novar Community Centre at 25 Laurie Street, Novar

For any emergencies relating to building maintenance during regular business hours, please call (705) 636-5941. For after hours service, please call (705) 636-5941 and press 9.

FOR ANY OTHER EMERGENCY PLEASE CALL 911



Facility Rental Agreement

I/We, _____ (name) hereinafter called the Lessee

Address: _____ Town: _____

Province: _____ Postal Code: _____ Email: _____

Telephone: _____

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: _____

1. Name of individual and/or 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

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

ECC: Main Hall Kitchen/Bar Meeting Room 1 Meeting Room 2

NCC: Main Hall Kitchen/Bar

NOTE: Only those areas listed on the rental agreement may be accessed during the rental.

8. Amenities Requested (Emsdale Community Centre Only)

Coffee Carafe Hot Water Carafe Projector

Insurance Information

9. Purchasing Municipal User General Liability Insurance YES NO

10. Lessee providing Certificate of Insurance YES NO

11. Have you read and understand this policy? YES NO



Indemnification and Hold Harmless Clause

The Lessee agrees and covenants to indemnify and save harmless The Corporation of the Township of Perry (the Township) and its employees, officers, members of municipal council, agents, servants, contractors, volunteers and invitees (collectively, the "**Indemnified Parties**") from and against any and all loss, liability, damages, costs and expenses of every nature and kind whatsoever that are asserted against or suffered or incurred by the Indemnified Parties or any of them arising from the use and/or occupation of the property belonging to the Township by the Lessee and any of its officers, employees, agents, servants, contractors, volunteers, and invitees.

If any of the Indemnified Parties, shall, without fault on his, her or its part, be made a party to any action, application or other legal proceeding commenced against any of the Indemnified Parties and the Lessee, the Lessee shall indemnify and save harmless the applicable Indemnified Parties, and shall defend such action, application or other legal proceeding in the name of the applicable Indemnified Parties, or, at the option of the applicable Indemnified Parties, pay all costs, expenses and legal fees (on a full indemnity basis) incurred by the applicable Indemnified Parties, to defend any such action, application or other legal proceeding so that the Indemnified Parties shall suffer no loss or harm in connection with such action, application or other legal proceeding.

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 well as the Alcohol and Gaming Commission of Ontario, and local Health Unit guidelines if applicable;
- (iii) Payment of any costs associated with damage repair as a result of the above facility rental; and
- (iv) Ensuring that all insurance requirements have been met as outlined in this policy.

I/We hereby acknowledge and agree to the above: _____

Name/Organization

Signature

Date Reviewed

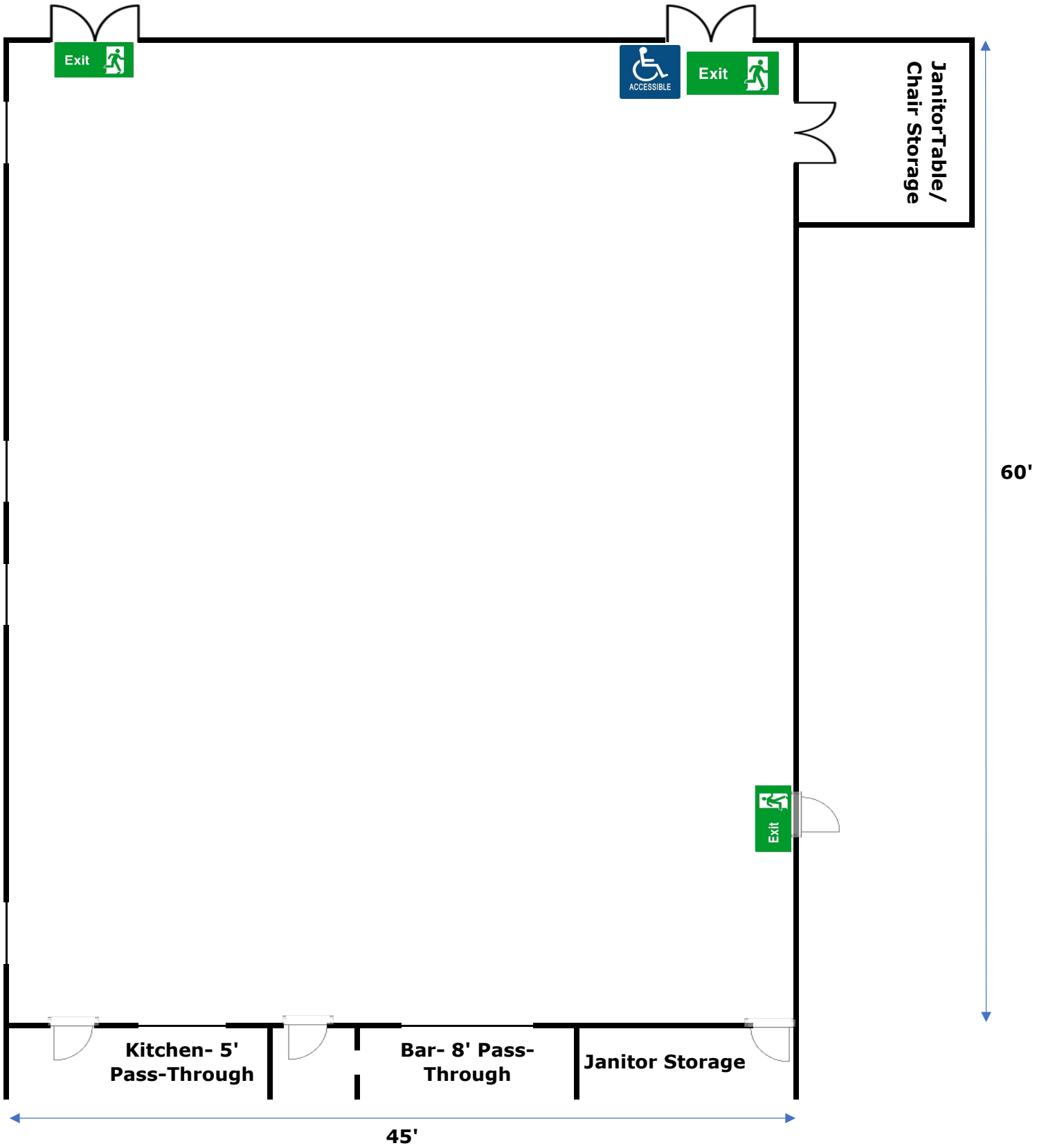
FOR OFFICE USE ONLY

Key No. Signed Out: _____ Date: _____

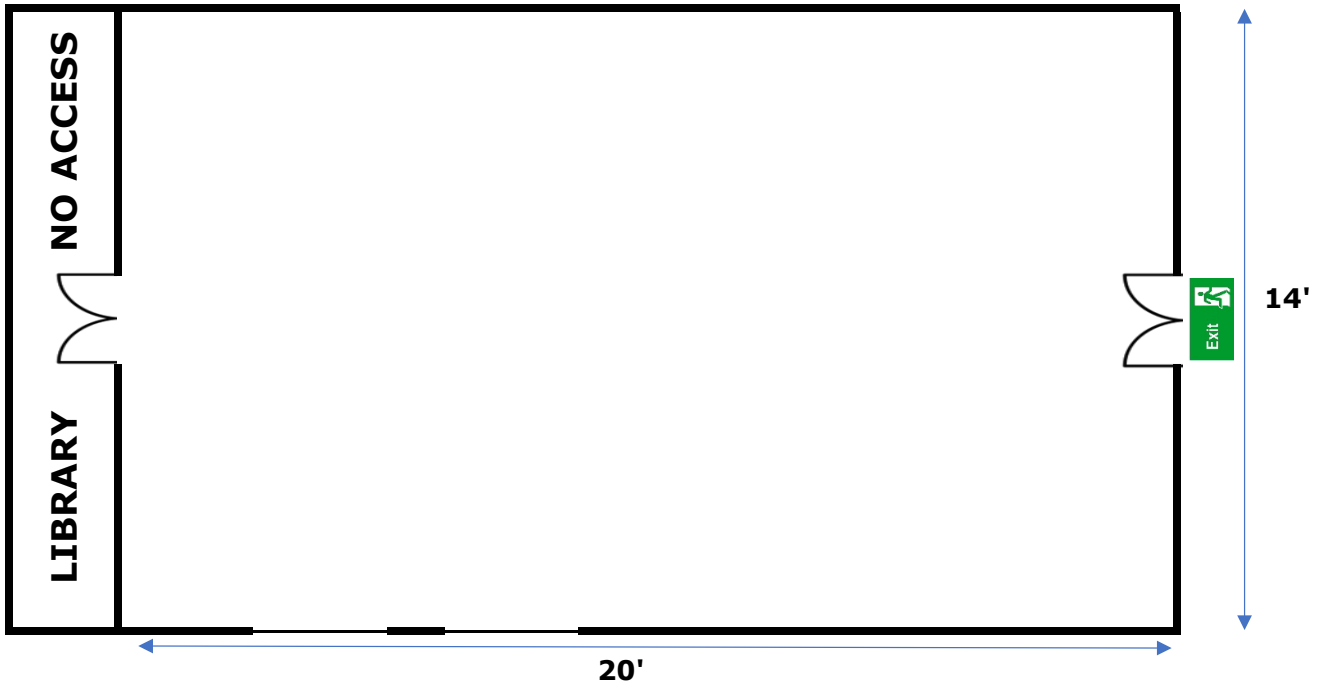
Key Returned Y/N Return Date: _____ Deposit Returned Y/N

If deposit not returned, explain: _____ Staff Initial: _____

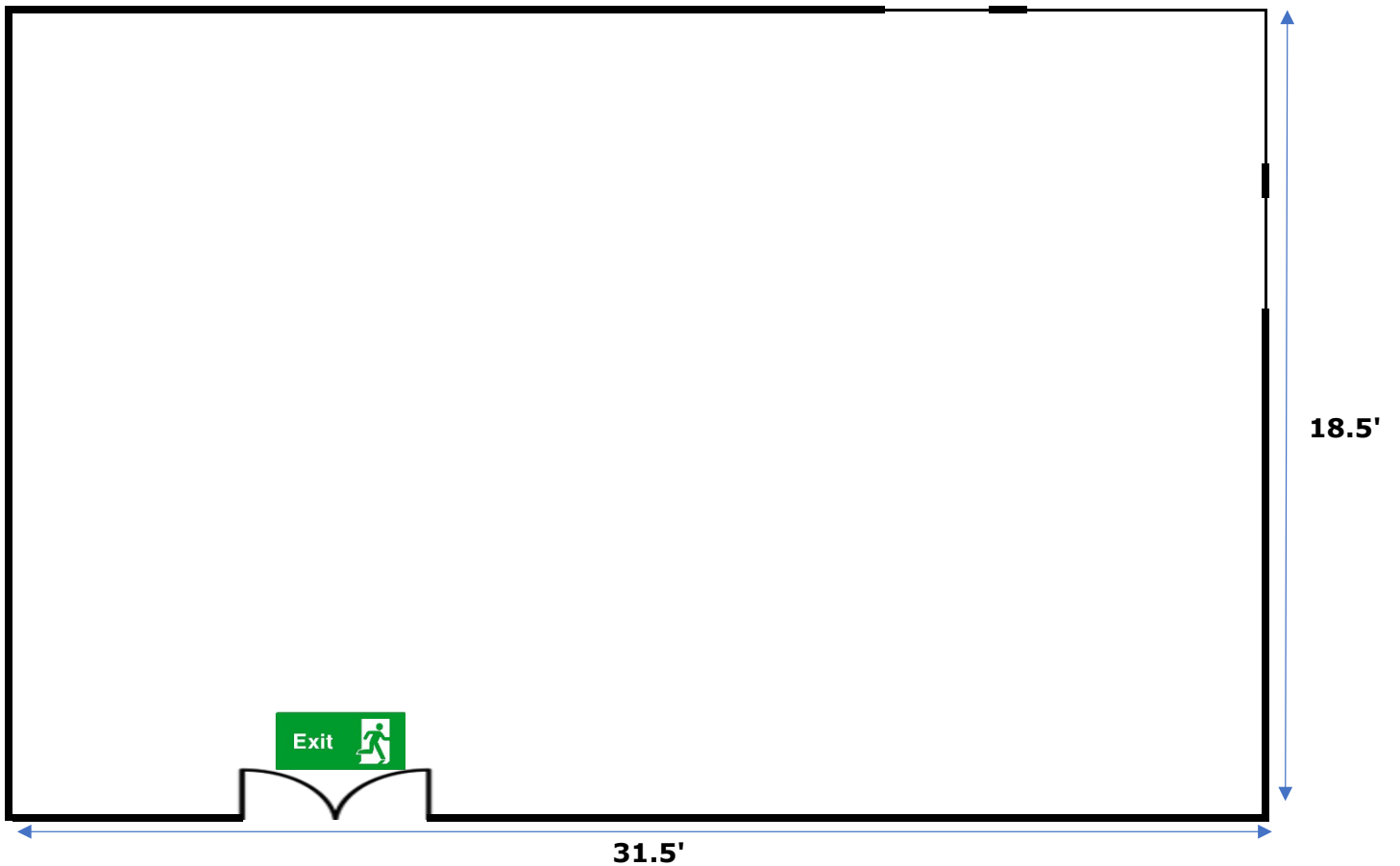
Emsdale Community Centre- Main Hall- Capacity 140



Emsdale Community Centre- Meeting Room #1 - Capacity 15



Emsdale Community Centre- Meeting Room #2- Capacity 30



Novar Community Centre- Capacity 100

