

Municipality of Clarington

# ORONO TOWN HALL

P.O. Box # 561, Orono, ON L0B 1M0 – 905-983-5518

E-mail: [thetownhall.orono@gmail.com](mailto:thetownhall.orono@gmail.com)

## FACILITY RENTAL AGREEMENT

BETWEEN THE ORONO TOWN HALL BOARD (Lessor)

AND \_\_\_\_\_ Permit Holder (Lessee)

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

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

Contact Person: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Bartender Fee \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_ Balance Owing Paid By: \_\_\_\_\_

Damage Deposit Returned: \_\_\_\_\_

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

I hereby agree to the above terms and conditions on the front and back of this contract.

LESSEE SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_

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

### **HALL REGULATIONS**

Prior to the commencement of the permit, provide the Hall Board with confirmation of any requested liability insurance coverage naming the Municipality and Orono Town Hall Board as additional insured, in a form and amount satisfactory to the Municipality.

Rent must be paid at the signing of the contract as well as the damage deposit. Renter must obtain a Party Liability Policy when serving Alcohol.

Decorations may be put up provided the following rules are adhered to.

**No Town Hall decorations may be moved without permission.** No thumbtacks or tape may be used. Set up and removal shall only take place during hours arranged with convener. It is the responsibility of the lessee to leave the hall and kitchen in a neat and tidy condition. Please refer to FAQ page of oronotownhall.ca. Should there be any damage to the building or equipment, the lessee shall be responsible for the costs of repair or replacement. **The Orono Town Hall is not responsible for lost or stolen articles.**

### **WHEN SERVING ALCOHOL:**

The Orono Town Hall board supplies a minimum of 2 bartenders at the Renter's expense. (\$ \_\_\_\_\_ Per Hour, Per Bartender)

**Persons renting the premises are responsible for obtaining their own special occasion permit.**

Persons renting the premises must submit their application forms to the board 10 days prior to the function for weddings, and social functions, etc. Applications for Fund Raising Events must be submitted 30 days prior to the function and 60 says prior to the community festival. Advertising is not permitted for events that are

socials, weddings, etc. Only the liquor, wine or beer purchased on the permit may be sold or served on the premises.

Liquor may be served under the authority of a special occasion permit only where there is adequate supply of food.

**Music must stop at 1 A.M.; all persons are to be out of the building by 2 A.M.**

All unused liquor, wine or beer must be picked up by the applicant 45 minutes after permit expires.

No person under the age of nineteen (19) years shall be admitted to an event held under the authority of a special occasion permit unless the applicant has specified in his/her application that he/she intends to admit persons under the age of nineteen (19).

In there are any contraventions of the above agreement, this contract becomes null and void IMMEDIATELY.

**The damage deposit will be returned within 10 working days of the event after all contractual obligations have been met.**

**IF SERVING ALCOHOLIC BEVERAGES, THE FOLLOWING APPLIES:**

1. The Orono Town Hall board supplies a minimum of 2 bartenders at the Renter's expense. Bartenders are paid one hour before the bar opens and one hour after bar is closed, for set-up and take-down time.
2. Food must be available during or after function.
3. **Permit holder must be present, and permit must be in full view behind bar. Permit holder is responsible for conduct of all present during occupancy of premises.**
4. Persons renting the premises are responsible for their own special occasion permit and all appropriate rules must be adhered to.
5. The renter must provide the alcohol, glasses, mix, ice, tickets and ticket seller(s) (must be 19 yrs. of age). Violation of the Liquor Control Act will result in immediate closing of the building with no refund of fees. The bar closes no later than 1:00 A.M. All other activities are to cease at that time with the building being vacated shortly thereafter.
6. Non-alcoholic beverages must be available.

Renter's Initials \_\_\_\_\_

**6. Renter to obtain a Party Alcohol Liability Policy for the function.**

**CLEAN UP**

1. Kitchen must be left in the same condition as it is found.
2. Tables and chairs must be cleared off.
3. Garbage should be bagged and put out into the garbage bin – key in kitchen.
4. All decorations are to be removed from the hall before closing.
5. Notify the bartender of any breakage occurring during the rental time.

Renter's Initials \_\_\_\_\_

**CONDITIONS**

1. The issuance of this Permit is entirely at the discretion of the Orono Town Hall Board. The Board reserves the right to cancel it temporarily or permanently at any time for any reason. In the event of such revocation or cancellation, there would be no claim or rights to claims or reimbursement on account of loss, damage or expense whatsoever.
2. This permit is non-transferable.
3. The facilities named on this permit are to be used on the date(s) and time(s) specified and only for the purpose(s) named. The permit is not valid unless signed by a member of the Orono Town Hall Board.
4. The Municipality of Clarington and/or the Orono Town Hall Board will not be responsible for personal injury or the loss or theft of clothing/equipment of the applicant/organization, or anyone attending on the invitation of the applicant/organization.
5. Fire regulations of the Dept. of Health shall govern the maximum attendance in any room. All exists must be kept free from obstruction at all times.

**7. The permit holder agrees and is responsible:**

- To indemnify and save harmless the Municipality of Clarington, The Orono Town Hall Board , their servants, agents or representatives from all claims, losses, damages, actions and expenses whatsoever before, during and after the event, arising out of or occurring directly or indirectly out of the usage of the building. To pay all damages to the facilities and/or furnishings arising from the use of same as granted by the permit.
- To comply with all Federal, Provincial and Municipal By-laws and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages.
- For the conduct and supervision of all persons admitted to the facilities permitted and shall see that all regulations contained on the permit are strictly enforced.

- To ensure that all persons admitted to the function being held have vacated the premises and that all privately owned property and personal effects have been removed one hour after the bar is closed. (1:00 A.M.)
- Admission of animals to the facility is prohibited unless approved by the organization to do so and such persons, when requested, agree to personally guarantee payment of any rental fees that are due to the Orono Town Hall.
- The person signing the permit must be a person authorized by the organization to do so and such persons, when requested, agree to personally guarantee payment of any rental fees that are due to the Orono Town Hall.
- Late payment charges of 10% and NSF bank charges will be applicable.
- No confetti or rice.
- Only painter's tape may be used to post signs in any room. No nails, tacks or other articles are permitted.
- Smoking and vaping is prohibited at the Building.
- Consumption of alcohol is strictly prohibited unless a Special Occasion permit has been issued by the A.G.C.O. to the satisfaction of the Municipality and Hall Board
- The maximum attendance shall be governed by Ontario Fire regulations and/or Region of Durham Health Department. All exits must always be kept free from obstruction.
- Refrain from any verbal and or physical aggression
- For all conduct and supervision of all persons admitted to the building permitted and shall see that all regulations contained in the permit are strictly enforced.

Renter's Initials \_\_\_\_\_

## Frequently Asked Questions

### 1) Why can't we use the Balcony?

A – The building standards were different when the Hall was built 100 plus years ago. The beautiful curved railing along the balcony is under three feet tall, coming to about mid-thigh on most people. This is too low for today's standards. We do allow people to go up to decorate and take photos – restricting the number of people.

Renter's Initials \_\_\_\_\_

### 2) Why can't we have our own bartenders?

A – With every rule there is usually a reason. The Orono Town Hall fund raises for every renovation in the Hall. A lot of the Hall is original and cannot be replaced. The Board decided to put it in their bylaws that the Board will Bartend all events, so that the Hall will always have representatives present when alcohol is served. This arrangement serves both our patrons and the Hall better. Each event has a minimum of two Bartenders at \$18.00 per hour each. Bartenders are paid one hour before the bar opens and one hour after bar is closed, for set-up and take-down time. The Bartenders are to be paid 21 days prior to the event paid by cheque payable to the Orono Town Hall (the balance owing on the rent \$300.00 and a damage deposit cheque of \$250.00 are all due at the same time)

Renter's Initials \_\_\_\_\_

### 3) Can we invoice/postdate our cheques?

A – All the bills are paid from the rental fee, i.e. caretaker, heat, hydro, etc. – total amount of rent needs to be paid in advance – due 21 business days prior to event. All OTHER monies = Bar tending fees -\$18.00 per hours – two bartenders, the Damage deposit (\$250.00) are to be received by the hall, 21 business days prior to event. Failure to do so could cancel rental.

Renter's Initials \_\_\_\_\_

### 4) What all comes with the Hall?

A – When renting the Hall, the renter gets full use of the kitchen dishwasher, large sliding-door fridge, stove, and microwave (no dishes, cutlery, glassware, or plates). The renter can use the coffee makers that are in the kitchen (100 cup, 40 cup). The Hall has 25 rectangle tables (6ft x 3ft) and 120 padded folding chairs. If the renter is going to rent round tables, the tables need to be picked up before 8:00 am the following day. (All deliveries must use the back door of the hall.) So, the next day renters have full use of the hall. When renting the hall on a Friday or Saturday the renter can get into the hall early on the day of the event (the renter needs to make arrangements – well in advance – for a time with the caretaker). Renter cannot get in the day before – to decorate – Renter must make another contract and rent the hall at an hourly rate.

Renter's Initials \_\_\_\_\_

### 5) Is the Hall handicap accessible?

A – Yes

### 6) Who gets the money from the Bar when renting the hall?

A – The renter gets all the money from their bar. The renter pays the Bartenders.

Renter's Initials \_\_\_\_\_

**7) Do we get our own Alcohol Permit? Do we supply the Bar Do we need a PAL Policy? When does Alcohol need to be out of the hall and when can we bring it in?**

A – The Renter is responsible for their own Special Events Permit (Alcohol), purchasing their own Alcohol, mixes, ice, glassware. The renter must purchase a PAL (Personal Alcohol Liability Policy) through the renter’s home insurance plan. Also, the renter needs a person to sell bar tickets (person must be over 18 years old). **Alcohol is only allowed in the hall the day of the event – the date written on the Permit – the Alcohol must be removed from the hall directly following the event.** Before the Bar can open the Bartenders need a copy of the Special event Permit and the PAL policy as these need to be posted. Please remember when using a Special Events Permit – it is only good for room mentioned on the permit – not outside the hall or downstairs. Renter's Initials\_\_\_\_\_

**8) How do I contact the Town Hall?**

A – For renting information, dates of availability and to view the hall, please call the hall at 905-983-5518, or contact us through this web site. Renter's Initials\_\_\_\_\_

**9) What comes with the Gazebo?**

A – When using the Gazebo at the Orono Library – it comes as is. NOTHING CAN BE REMOVED FROM THE ORONO TOWN HALL AND BROUGHT OVER. Hydro is available upon request – prior to date of event. Please Do not ask Library staff for help. Gazebo must be pre booked through the Orono Town hall. Chairs must be rented. ALL DECORATIONS MUST BE REMOVED FROM GAZEBO. IF HALL BOARD HAS TO HIRE SOMEONE TO CLEAN THE FEE WILL COME FROM THE DAMAGE DEPOSIT – MIN \$50.00 FEE

The permit holder shall comply with Bylaw 2006-126 which deals with use, regulations, protection and governing of parks in the Municipality. i.e. no fireworks or open fires. Renter's Initials\_\_\_\_\_

**10) Is there always someone at the hall?**

A – The Orono Town Hall has no full-time staff, so when not in use the hall is locked. The Rental Coordinator is a volunteer – not staff. On the day of a rental, the Caretaker or a Board Member will open the hall. The Renter then needs to have someone to stay at the hall to oversee the goings on at the hall i.e. delivery of Alcohol, D.J. set up, Caterers, Decorators etc. The Caretaker or the Rental Coordinator will not go back and forth to open and lock the hall throughout the day. Renter's Initials\_\_\_\_\_

**11) Do we get our Damage Deposit Back?**

A – When sending in the Damage Deposit the hall cashes the cheque, then once the event is over the Caretaker and a Board member check the hall. If there are no Damages the Town Hall Board then issues the Renter a cheque for the full amount, 10 business days after event. Renter's Initials\_\_\_\_\_

**12) What is the Street Address for the Hall and the Gazebo?**

Orono Town Hall 5315 Main St, Orono, ON L0B 1M0

Gazebo 127 Church St, Orono, ON L0B 1M0 All mail should be addressed to P.O. Box # 561, Orono, ON L0B 1M0. An Orono Town Hall Board member or the Caretaker will then lock the hall after the event is over. Renter's Initials\_\_\_\_\_

**13) What about Parking?**

A-There is a three-hour parking limit on the Main street – Monday to Friday, 9:00 to 5:00. Renter's Initials\_\_\_\_\_

**The Orono Town Hall Board & the Municipality of Clarington are not responsible for anything lost, stolen, or damaged**

<u>Rental Fees</u>	<u>Main Hall</u>	<u>Downstairs meeting room</u>
Friday and Saturday	\$600.00	\$25.00 /hour
Monday – Thursday	\$35.00/hour	\$25.00 /hour
Sunday morning or afternoon	\$35.00/hour	\$25.00 /hour
Sunday all day/evening	\$600.00	\$25.00 /hour

**Renter’s Initials - \_\_\_\_\_**