

**THE TOWNSHIP OF TARBUTT
MACLENNAN HALL RENTAL AGREEMENT**

Renter Name: _____

Mailing Address: _____

Daytime phone: _____ e-mail: _____

Date of Event: _____

Time event to start: _____ Ending time: _____

Reason for rental/event: _____

Rental fee: \$ 95.00

A Deposit of \$75.00 required in advance to confirm the booking.

REGULATIONS AND CONDITIONS OF AGREEMENT:

1. A Special Occasion Permit must be obtained by the renter before any liquor may be brought into or consumed in the Hall.
2. The Township will be provided with a copy of the SOP prior to the rental.
3. The renter is responsible to ensure that the bar is operated by a Smart Serve certified bartender.
4. The Renter will provide the Township with a copy of a Certificate of Insurance naming the Township as third party insured, or proof that the renter has coverage in the event of an incident, releasing the Township from all liability for all loss of financial and material property of the renter, their associates, agents, customers, employees, spectators or any other person entering the rented hall upon the renter's invitation or consent during the duration of the rental.
5. All municipal, provincial and federal laws regarding the sale and consumption of alcohol must be adhered to at all times. Failure to comply with said laws will be reported to the proper authorities.
6. The Township reserves the right to supervise functions with liquor licenses.
7. The Township reserves the right to cancel an event at any time. Refunds will be dependent on the cause of cancellation.
8. Any damage to the building or its contents during or as a result of the event is the responsibility of the renter. A time limit of two weeks is allowed for any repairs, after which the Township shall have the repairs completed and billed to the renter.
9. The Township reserves the right to withhold the deposit paid, to cover the cost of any loss or damage.
10. The deposit shall be returned in full following inspection by Township staff to confirm that the building has been left in a condition satisfactory to the Township.
11. Maximum Capacity of the hall is 120 persons, and 10 persons in the meeting room. At no time may there be more than 130 persons in the hall.
12. Renters have full access to the outdoor facilities and structures but the consumption of alcohol outside of the hall is prohibited.

I, the Renter, have read and understand the provisions and conditions contained herein, and agree to abide by and adhere to them. I agree to return the hall key to the Township Office within 24 hours of the event ending. Please see reverse for further details.

Dated this _____ day of _____, 20 ____

Renter Signature

On behalf of the Township

Payment Received \$ Deposit Rental Fee Cash Cheque EFT

1. Bookings will be confirmed upon receipt of the deposit.
2. Chairs and tables will be provided in the hall. Renters are responsible to set up and arrange furniture to suit your event, and all chairs and tables **MUST BE** returned to their original location.
3. For Saturday rentals, the Hall must be clean and back in its original condition by Sunday at 8:30 am.
4. A key for the hall will be issued to the renter from the Township office no more than the day prior to the rental.
5. Keys must be returned to the Township Office immediately following closure of the hall, by placing them in the metal box outside the Township, or by bringing them to the office during office hours of 9 am to 4 pm.
6. Renters must ensure that all lights are off, taps are not left dripping, doors and windows are locked.
7. If renters discover any problems or issues with the building upon entering, please contact the Roads Superintendent at 705-989-4303.