



Thank you for choosing the John A. Gillies Recreation Centre for your event.

To ensure that we can enjoy the continued success of this community facility please read and understand this renter's package.

Included you will find:

- 1) Welcome Letter (to keep)
- 2) Guidelines and Standards (to keep)
- 3) Price List (to keep)
- 4) Rental Agreement (to be signed and left with the Township)

We are always pleased to be part of our community's celebrations, special events, social activities and business meetings.

Welcome to the John A. Gillies Recreation Centre!

Sincerely,

McNab/Braeside Township Staff

GUIDELINES AND STANDARDS:

- 1) The renter must sign the Rental Agreement (pg 6), indicating that s/he has read and understands these guidelines and standards, and that s/he will comply with them.
- 2) The Township requires a \$100.00 down payment of the rental at the time of booking to confirm the rental. **** This deposit is non-refundable, if cancelled 14 days or less prior to the rental date. ****
- 3) The signer of the rental agreement will be held responsible for the activities occurring during their Rental Agreement period. This implies that any guests attending the function will be expected to comply with the guidelines for alcohol consumption, as outlined on page 3.
- 4) In the unfortunate event that the renter and/or the guests of the renter have been negligent in adhering to these Alcohol Guidelines, the Township of McNab/Braeside will hold the renter financially responsible for any and all damages to the building, the grounds and the contents of the Community Centre. The Township has the ability to refuse rentals in the future to the renter.
- 5) To support this process of accountability as outlined above, there will be a **\$500.00 damage/security deposit**, payable via cheque to the Township of McNab/Braeside, upon signing the Rental Agreement. When no damages or losses are reported or found, this deposit will be returned in full. There will also be a **deposit of \$40.00 per key** collected for the Key(s) sign out. This is also a fully refundable deposit when the key is returned after your event.
- 6) THIS IS A NON-SMOKING FACILITY
- 7) You must bring all your own consumable supplies (food, coffee, paper plates, cups etc.) The consumables at the community centre are for community centre functions, not private rentals. **NO GREASY FOOD DOWN THE KITCHEN SINKS PLEASE!!** If you rent and use the stove, it is to be left as clean as you found it or your deposit will not be refunded.
- 8) Hall Capacity is 150 for LCBO Licensing and Fire Regulations – not seated. Hall size is approximately 1350 Square Feet.

CLEAN UP GUIDELINES: (After your event)

- 1) Clean up all tables and place garbage inside dumpster (located outside)
- 2) Please wipe off tables, kitchen appliances and counter tops.
- 3) Remove all your food from the kitchen and fridge.
- 4) Please check bathrooms to ensure they are left in reasonable condition.
- 5) After your event, you must leave the facility and all equipment in the same condition as when you arrived.

DECORATION GUIDELINES:

- 1) Hall decoration set up is the renter's responsibility.
- 2) Free standing and tabletop displays, and decorations are allowed
- 3) If tape must be used for walls, only green painters tape or masking tape is allowed. Absolutely NO OTHER tape can be used on the walls.
- 4) No pins/tacks on the walls.
- 5) NO RICE OR CONFETTI OF ANY KIND WHATSOEVER IN OR OUTSIDE OF THE BUILDING. This includes colored dots, shiny sprinkles, Happy Birthday, Anniversary, Hearts, Bells, etc, any type of written greetings.
- 6) Please do not block or remove any signs inside or outside the Community Centre.

ALCOHOL GUIDELINES – if the Bar will be open during your rental:

- 1) The renter must introduce him/herself to the bar volunteer(s) as the person responsible for the Rental Agreement.
- 2) The Bar will be operated exclusively by McNab/Braeside Township's trained volunteers
- 3) NO OTHER BEVERAGES ARE ALLOWED IN THE FACILITY OR ON THE PROPERTY. **All beverages consumed at the event must be purchased from the bar. (With exception to water, tea, coffee and juice boxes).**
- 4) All alcohol must remain inside the building or designated areas.
- 5) If you wish to have **your own wine served**, you must obtain a **Special Occasions Permit (S.O.P.)**, and the wine must be given to the Chair of the Bar Sub-Committee, or the CAO/ Clerk, the day prior to the event. There will be a \$4.00 plus HST corkage fee per bottle. This fee must be paid on the first business day after your event; the bartender will give you a price at the end of the event.
- 6) Our volunteers are obligated to serve alcohol under the Smart Serve Program, and in compliance with the Liquor License Board of Ontario.
- 7) Standard bar hours are from 8:00pm to 1:00am. – Arrangements must be made prior to your event if you need the bar open outside of these hours. Fees may apply.
- 8) If deemed necessary by McNab/Braeside Township, we will hire a licensed security company for this event, **and it will be paid for by the holder of the Rental Agreement.**

REMEMBER, YOU ARE RESPONSIBLE FOR YOUR GUESTS

FACILITY USER LIABILITY INSURANCE PROGRAM

Groups and individuals responsible for a facility rental are required to produce and maintain, throughout the duration of the Rental Agreement, proof of sufficient liability insurance coverage. Depending on the type of activity, sport or event, users will be required to have liability insurance coverage of a minimum liability limit of \$2 million.

The Liability Insurance Program provides the opportunity for individuals or groups renting our facilities to either:

- Provide a certificate of insurance for the event (naming the Township of McNab/Braeside as the insured) that they already have obtained liability insurance that meets the Liability Insurance Program requirements; or
- Be provided with liability insurance under the Facility User Liability Insurance Program (see pricing below)

Number of people attending event	No Alcohol			Alcohol		
	Hourly Rate	1-2 day event	3-5 day event	Hourly Rate	1-2 day event	3-5 day event
1-50	\$3	\$25	\$50	\$12	\$85	\$150
51-100	\$4	\$50	\$85	\$20	\$130	\$260
101-200	\$6	\$75	\$125	\$30	\$200	\$400

RENTAL PRICE LIST

Description	Price
Hourly Rate (up to 2 Hours Maximum)	\$35 per hour plus HST
Half Day Rate (up to 4 hours)	\$100 plus HST
Day Rate (5 or more hours)	\$225 plus HST
Decoration Rental (evening before event after 6 pm)	\$100 plus HST
Kitchen Rental – Half Day	\$25 plus HST
Kitchen Rental – Full Day	\$50 plus HST

Under the liquor license of Ontario, you are obligated to have food available for the duration of the bar's operating hours.

You may hire a caterer or provide pot luck. All community centre items used must be washed and put back. Any items you bring must not be left at the community centre.

Set up and decoration can be arranged on a case by case basis (for weddings, showers etc.) If you wish to set up and decorate the hall the day before your event, you can book the evening prior to your event if available; decoration rental fee will apply.

PLEASE RESPECT OUR DECORATION GUIDELINES.

TOWNSHIP OF MCNAB/BRAESIDE HALL RENTAL AGREEMENT

RENTERS NAME:		HALL HOURS OF USE: _____ TO _____ ENDING BY 5 P.M.	
MAILING ADDRESS:		_____ TO _____ ENDING BY 1 A.M.	
E-MAIL:		SET UP REQUIRED:	
HOME NO.		EQUIPMENT REQUESTED:	
WORK NO.			
CELL NO.			
DATE OF EVENT:		DO YOU HAVE A CATERER? YES _____ NO _____	
TYPE OF EVENT:		CATERING COMPANY: _____	
ATTENDANCE:		BAR REQUIRED YES _____ NO _____	
WILL YOUR EVENT HAVE MUSIC? YES _____ NO _____		BAR HOURS OF USE: _____ TO _____	
		WILL YOUR EVENT INCLUDE DANCING? YES _____ NO _____	

RENTAL OPTIONS REQUESTED

Hourly Rate (up to 2 hours maximum)	\$35 per hour	
Half Day Rate (up to 4 hours)	\$100.00	
Full Day Rate (5 or more hours)	\$225.00	
Decoration Rental (evening prior to rental) after 6 pm	\$100.00	
Kitchen Rental – Half Day	\$25.00	
Kitchen Rental – Full Day	\$50.00	
Insurance Liability Coverage (if required)	\$ _____	
SUBTOTAL	SUBTOTAL	
HST 13%	HST	
TOTAL COST	TOTAL COST	
*Event is considered RENTED when a down payment of \$100.00 of the rental fee or full payment is received at time of booking. Deposit is Non-refundable if cancelled 14 days or less prior to event date.		
DEPOSIT RECEIVED (Date: _____)	Payment Amount	
BALANCE OWING	Outstanding	
FINAL PAYMENT (Date: _____)	Final Payment	
Damage/Cleaning Deposit Cheque (Will be refunded upon clear inspection after event.) Damage/Cleaning Deposit Returned on (Date: _____) Initials _____	\$500.00	
Key sign out Deposit – Deposit Returned on (Date: _____) Initials _____	\$40.00	

By signing this Rental Agreement, you have read and understood the Standards & Guidelines herein and agree to be held financially responsible for any loss or damages to the Community Centre, and its property.

Date: _____ Renter's Signature: _____

Date: _____ Staff Signature: _____