

Parks & Recreation

Facility Rental Application



BOOKING INFORMATION

Main Contact:	Date of application:
Mailing Address:	
Email Address:	Contact Number:
Are you 18 years old? YES <input type="checkbox"/> NO <input type="checkbox"/>	Note that onsite supervision by someone 18 years of age or older is required.

INFORMATION ABOUT THE EVENT

It is the renter's responsibility to request adequate set-up and take-down/clean-up time. The renter will only be permitted on-site during the times outlined on the contract/application.

Name of Event:		Estimated #. Of Guest:			
Day (s) and Date (s) of event:		Set-up/start time:	Clean-up/end time:		
<input type="checkbox"/> Meeting/Training/Workshop		<input type="checkbox"/> Birthday	<input type="checkbox"/> Schools		
<input type="checkbox"/> Special Event		<input type="checkbox"/> Other: _____			
Facilities	Hours needed (minimum 1 hour)	Tables required	Chairs required	Hourly rate	Total
<input type="checkbox"/> Baseball Field	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Municipal Complex Gymnasium	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Municipal Complex Multipurpose Room	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Recreation Complex Community Hall	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Recreation Complex Community Hall LG	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Recreation Complex Community Hall SM	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Schreiber Arena	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____
<input type="checkbox"/> Other	_____ + _____	_____ + _____	_____ + _____	_____ = _____	_____ = _____

Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before final approval may be issued (i.e. insurance, liquor permit, etc.)

Music (live or recorded): Yes No Alcoholic Beverages: Yes No Food Service: Yes No

Available confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment: <input type="checkbox"/> Paid in full <input type="checkbox"/> No Charge <input type="checkbox"/> Invoice	Recorded in: <input type="checkbox"/> Outlook <input type="checkbox"/> Google
Copied to:		
Staff Signature:	Date:	

*For office use

See other side for Terms and Conditions

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TERMS AND CONDITIONS

Agreement Specifics

1. The facility includes tables, chairs, bar accessories, walk-in-cooler, and the public address system. It does not include bartenders, ticket takers, or sellers.
2. Kitchen rental includes the use of kitchen, equipment, dishes, and automatic dishwasher.
3. All rentals in this agreement will be from 9:00 am to 2:00 am. Additional charges are applied as per stipulations.
4. Persons renting the facility are responsible for obtaining their own Special Occasion Permit.
5. Persons renting the facility must submit application for a SOP to a LCBO SOP Service Store
 - i. Public Event – 30 days prior
 - ii. Private Event – 10 days prior
 - iii. Outdoor Event – 5000 persons or less – 30 days
 - iv. Outdoor Event – 5000 persons or more – 60 days
6. Persons renting the facility must bring the Liquor License to the Schreiber Municipal Office at least ten (10) working days prior to the event in order for the township to have an adequate amount of time to apply for the events Liquor Liability Insurance (PAL).
7. Advertising is not permitted for Private Events.
8. Alcohol cannot be sold, serviced, or provided to anyone who appears to be under 19 years of age without requesting identification. Proper identification must be checked for any person who appears to be under 19 years of age.
 - a. Persons under 19 years of age permitted at the event
 - b. No Persons under 19 years of age permitted at the event
9. Glass containers of beverages are not permitted and bottles of any kind will not be dispensed from the bar. Exceptions may be made on the merit of individual requests.
10. All single liquor shots will be no less than 1 ounce and never more than 1 ¼ ounce.
11. Bartenders are not to provide double shots or more in one single glass.
12. Refunds of unused tickets will be made up to 15 minutes after the SOP expires or service ceases. Notice of this must be at the point of sale.
13. Last Call by announcement or any signal is strictly prohibited.
14. Only the liquor, wine and beer purchased on the permit may be provided or sold.
15. A minimum of 4 types of non-alcohol drinks must be available; 3 of which must be milk, tea, and coffee.
16. An adequate supply of food must be available to persons attending the event.
17. All signs of sale and service must be cleared within 45 minutes of the end time indicated on the permit. This includes the removal of all partially consumed empty bottles, and containers that contain(ed) alcohol.
18. The renter must remove all unused liquor, beer, and wine from the facility within 72 hours of the event.
19. Acceptable forms of photo identification include:

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- a. Ontario Driver's Licence with a photo
 - b. Canadian Passport
 - c. Canadian Citizenship Card with a photo
 - d. Canadian Armed Forces Identification Card
 - e. LCBO BYID photo card
 - f. Secure Indian Status Card (Canadian)
 - g. Permanent Resident Card (Canadian)
 - h. A photo card issued under the *Photo Card Act*
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20. The Township of Schreiber will provide a Special Occasion Permit Supervisor for every SOP function whose services will be paid for by the SOP holder. It is the responsibility of the SOP Supervisor to ensure that the SOP holder adheres to all policies and procedures of the Township of Schreiber related to the facility.
 21. Party Alcohol Liability (PAL) Insurance is mandatory for all alcohol-related events. The application will be made by the Township of Schreiber on behalf of the SOP holder and all fees will be charged back to the renter.
 22. ALL persons involved in the service of alcohol must have successfully completed the Smart Serve / Server Intervention Program and must be able to provide certification documentation.
 23. Kitchen use requires that all equipment, dishes, accessories, and room be returned to their original state. Township personnel will inspect the kitchen before and at the conclusion of the rental. Additional fees may occur; if the kitchen equipment and dishes need to be cleaned, if there is food or alcohol left behind if any equipment or dishes need to be replaced.
 23. Legal Capacity for the Community Hall is 403 persons
 24. Legal Capacity for the Large Side (2/3) of the Community Hall is 244 persons
 25. Legal Capacity for the Small Side (1/3) of the Community Hall is 159 persons
 26. Legal Capacity for the Arena Ice Surface is 950 persons.
 27. These numbers include all persons working in the facility at the time of the SOP Function. It is the responsibility of the SOP holder to ensure that these numbers are not exceeded.

The contract and the contract holder

28. The contract holder must be the full age of 18 years.
29. The contract holder must have a copy of the contract readily available at all times.
30. Events going beyond or starting prior to Staff work shifts will be subject to a change of time and one-half or double time (holiday rate), for services of Staff on duty.
31. Requests for open ice time, as listed on the arena schedule, must be received at the recreation office two (2) business days prior to the event.
32. The contract must be signed, and a copy left on file with Schreiber Municipal Township before the first scheduled contract date or access to the facility may be denied.
33. The contract holder and the sponsoring agency cannot transfer or assign the contract without prior authorization from Schreiber Municipal Township.

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34. It is the responsibility of the Contract Holder to make all members of its group using the town's facility aware of the terms and conditions of the Schreiber Municipal Township Contract and to provide the members with a copy of these terms and conditions if requested.

The event

35. The use of decorations or special effects, not provided by Schreiber Municipal Township, must comply with public safety and fire regulations and be authorized in advance by the Facility Supervisor.

Application of other laws

36. The contract holder must comply with all applicable rules and regulations, policies, and procedures of the Schreiber Municipal Township and all By-laws.
37. For liquor-related contracts; all permits and licenses must be obtained by the contract holder.
38. Permission to use Schreiber Municipal Township facilities/premises in no way constitutes approval to engage in any unlawful activity or conduct in a manner that would violate the town's Code of Behaviour Policy.

The facility

39. The contract holder shall use Schreiber Municipal Township facilities/premises, equipment, and furnishings provided in a manner consistent with their intended use.
40. Space is allocated for the dates and times stated on the contract only.
41. Only the areas identified on the contract(s) are to be used by the contract holder or sponsoring organization unless prior authorization has been received from authorized Schreiber Municipal Township staff.
42. Exits in the facilities must be kept free from obstructions in case of fire or other emergencies.

Safety and responsibility

43. The contract holder shall attend the event for which the contract was issued and be responsible for decision making during and after the event.
44. In the event of an incident the contract holder must follow the Incident Reporting Procedures described below. An incident includes bodily injury to the contract holder, a participant, and the public, or damage to Schreiber Municipal Township property or third party property.
 - a. Call 911, when Police, Ambulance, Fire etc., assistance is required.
 - b. Immediately advise an onsite Schreiber Municipal Township staff of the incident. If a Schreiber Municipal Township staff member is not readily available, for major incidents call 807-824-2711 to report or, for minor incidents contact city staff within the next working day.

Payments and invoicing

45. The contract holder shall be held responsible for the payment of the contract. Payment is due as specified on the contract.
46. Should payment not be received within 30 days of the due date, an invoice may be issued for the total overdue balance. An overdue account is subject to compounded interest of 1 1/4% per month or 15% per year.

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47. Should the payment continue to be in arrears after 30 days of the invoice, the town may suspend the right of the contract holder to use the public space, facilities, or properties within its jurisdiction until all arrears are paid in full.

Roles and Responsibilities of your (SOPS) Special Occasion Permit Supervisor

48. A Special Occasion Permit Supervisor is hired by the Township to ensure the function is operated within the guidelines of the Township's Liquor Management Policy, which is comprised of the legislation from the Liquor Licence Act.
49. The SOPS is to report any violation to the permit holder and ask him/her to rectify the situation; they have the authority to shut the bard down and have the alcohol locked up or call the O.P.P. at 824-2333 before 4:00 p.m. or 1-800-888-310-1122 after 4:00 p.m. if the permit holder does not follow your directions.
50. It is the responsibility of the SOPS to immediately bring to the permit holder's attention of any violation of the Township Policy, which is in compliance with legislation (Liquor Licence Act of Ontario).

Before Functions Begins

- a. One-half hour before the function begins; they must meet with the FOS staff on duty, the permit holder and alternate, bartenders, and designated security persons to discuss their responsibilities.
- b. Check the liquor license for type, times, whose name is on the license and that the license is posted at the bar.
- c. They must explain to the Special Occasion Permit holder that they are there to help them run their function according to the Liquor Licence Act regulations and guidelines to the Township's Liquor Management Policy.
- d. The SOP must check with the permit holder before the function starts to ensure that:
 - i. Coffee, tea, and milk are available. These may be sold at a reasonable cost; they do not have to be out for general consumption but readily available.
- e. A sign must be posted at the point of ticket sales stating refunds will be made until fifteen minutes after the bar closes.
- f. No "last call" is to be made by DJ/Band/MC or by flashing lights, etc.
- g. Check on liquor supply with the permit holder to ensure only the liquor and beer purchased on the license is in the cooler.

During Function

- a. It is the Special Occasion Permit Supervisors Duty to ensure the Special Occasion Permit Holder is properly supervising the function. The permit holder should remain in the hall or advise the S.O.P. Supervisor the name of the person being left in charge in his or her absence.
- b. Keep a watch out for potential problems (individuals, groups, tables, etc.). If you see potential problems report it to the Special Occasion Permit Holder.
- c. If you see someone you believe to be underage, inform the Special Occasion Permit Holder and make sure they check it out. If they are underage make sure the Permit Holder has them leave.
- d. Circulate through the hall occasionally but always keep an eye on the main exit door. Have the permit holder watch the door periodically for the SOPS to check washrooms, kitchen/bar, and the floor.

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- e. Check the washrooms and report any vandalism to the staff on duty or if there are requirements of paper or plugged toilets, etc., use the radio and report it immediately.
- f. During the function, the Special Occasion Permit Supervisor or the staff on duty should check the parking lot and grounds.
- g. Ensure that the Special Occasion Permit Holder has spillage cleaned up immediately to avoid accidents.
- h. The FOS staff is responsible for; cleaning the facility during the function, checking the parking lot/grounds to ensure the property is not being damaged as well as cleaning garbage up outside and finally to ensure the townships policies are being followed. For example the candles being blown out after dinner will be the FOS duty to inform the renter to blow out the candles.

At Conclusion of Function

- a. Ensure staff on duty lock fridges and coolers once the bar has been cleaned up.
- b. All alcohol is to be off the tables within forty-five (45) minutes after the close of the bar.
- c. All tables are to be cleaned off before Special Occasion Permit Holder leaves.

Cancellation/refunds

- 51. Contract holders must give to the township ten (10) working days' notice, in writing, before the day of the event to cancel or request a modification to their rental contract. Thirty (30) days written notice is required for events such as, but not limited to, tournaments, camps, weddings, stag and does, special events, or trade shows. For large events, additional conditions may/will be outlined in the contract. Refunds will not be granted once the notification period has expired.
- 52. If you request and are granted a modification to the rental period in accordance with item #52 noted above, you will be provided with an amended Rental Contract reflecting the approved modifications, for your information. Please take notice that the terms and conditions of your signed Rental Contract will continue to apply to your rental and use of the facility, and are binding on you.
- 53. The township requires a minimum of thirty (30) days prior to the event for cancellations for events such as, but not limited to, tournaments, camps, weddings, stag and does, special events, or trade shows. Event cancellations more than thirty (30) days prior to the event will receive a full refund of their prepayment/ deposit.
- 54. Cancellations made less than thirty (30) days of the event will receive a 50% refund of their prepayment for events such as, but not limited to, tournaments, camps, weddings, stag and does, special events or trade shows.
- 55. Cancellations made less than ten (10) working days of the event will not receive a refund of their prepayment.
- 56. If the renter fails to use the premises on their event date, the prepayment and balance of the rent will be kept by the township.
- 57. If for any reason the township is unable to honor a booking, a full refund of any monies paid will be made.
- 58. The township reserves the right to cancel the rental contract at any time in the case of emergencies or when unforeseen circumstances arise. In such cases the township will make every effort to provide the contract holder with 24 hours' notice of cancellation, however, such notice may not be possible in all circumstances. In the case where the rental period is for more than one day's use, cancellation may be made on any one or more of the booked dates. The township will make every attempt to grant the contract holder access to the premises at another time or allow a proportionate rebate for the period of rental time cancelled.
- 59. The township shall have the right to cancel the rental contract immediately without notice if, in the opinion of the township, the contract holder or any person(s) using the facility with the consent of the contract holder,

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wilfully damages Schreiber Township property, displays misconduct, unlawfully consumes alcohol beverages, is in violation of any terms of this rental contract or a By-law, township regulation or any applicable Federal or Provincial law.

60. The township will not provide public space, facilities and/or properties within its jurisdiction to an individual or group that supports or promotes views, ideas or presentations which promote or are likely to promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, family status, sexual preference, or disability, gratuitous sex, and violence or denigration of the human condition. The City reserves the right to cancel a contract if any of the above-noted circumstances arise.

Non-compliance with the terms and conditions of this contract could result in the immediate suspension of the contract(s) or a written warning. The second incidence of non-compliance will result in the cancellation of the contract.