

**Township of Wainfleet
Firefighters Memorial Community Hall**

Located at: 31907 Park Street, Wainfleet, ON L0S 1V0

RENTAL AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____ 20____.

BETWEEN

Name _____

Address _____

Postal Code _____ Phone Number _____

E-mail Address _____

AND

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

I/We hereby agree to the following terms and conditions respecting the rental of the Wainfleet Firefighters Memorial Community Hall on the _____ day of _____, 20____ from _____ (time) until _____ (time), including set-up and take-down for the purpose of:

_____.

(Name of Event)

TERMS AND CONDITIONS

1. **Reservation Policy**

Events at the Wainfleet Firefighters Memorial Community Hall are booked on a first-come, first serve basis up to a maximum of 12 months in advance (e.g. an event on May 1st, 2025 can be booked no earlier than May 1st, 2024). Should you wish to reserve the facility for your annual event, please provide the necessary rental & damage deposit cheques and rental agreement as early as possible to secure the facility for your event. The Township accepts post-dated cheques (dated 1 week prior to rental) to secure the rental.

2. **Cancellation / Refund Policy**

A full 100% refund shall be issued when the rental is cancelled prior to a minimum of 30 days of the event, 50% refund shall be issued when the rental is cancelled within 15-29 days of the event, and no refund shall be issued when the rental is cancelled 14 days or less prior to the event. Full 100% of the damage deposit will be refunded if the event is cancelled prior to the scheduled date.

3. A deposit, called a damage deposit, is to be paid to the Township of Wainfleet in the amount of **\$200.00**. I/We understand that this damage deposit will be refunded after the hall has been inspected by the caretaker and certified that it has been left in good and sound condition and that no damage has been sustained to the hall, the furniture or any other appurtenance therein. **DAMAGE DEPOSIT WILL BE FOREFEITED IF ANY OF THE TERMS AND CONDITIONS AS SET OUT HEREIN ARE NOT FOLLOWED OR IF DAMAGE IS SUSTAINED.** If there is damage, of which the repair cost exceeds the damage deposit as set out herein, you agree to fully reimburse the Township of Wainfleet for the full repair and/or replacement. If no damage is incurred, the Township will return the damage deposit within 10 days of rental.

4. **NO** large equipment which may cause damage to the floor is to be placed in the hall without the prior written approval of the Township of Wainfleet. All approved equipment must be removed from the facility at the end of the function.

5. The Hall must be returned to the **ORIGINAL STATE** you received it in. The renter must ensure the hall is in good standing condition, ensuring everything is cleaned and in working order. This includes and is not limited to; washrooms, kitchen area (permitted it was used), garbage and recycling, tables and chairs. The floors should be swept and mopped. All spills on the floor, counters, tables, etc. must be cleaned and wiped up. All garbage must be placed in the bins provided. We recycle and require you to separate the cans, bottles and cardboard. Please place in the bins provided – the receptacles are located outside. All hall furniture is to be returned to its original position, i.e., tables are stacked; chairs are to be placed in the same location and condition as found. Setting up tables and chairs prior to the event is the renter's responsibility.

6. Absolutely **NO** smoking is allowed on the property in accordance with the Region of Niagara's smoking by-law.

7. **NO** scotch tape, thumbtacks, pins, masking tape, staples or anything else is to be attached or fastened to this facility's tables, chairs, walls, woodwork or doors on the interior or exterior.

8. Serving of Alcohol:

- (a) The Township of Wainfleet requires certified smart serve bartenders for all events serving alcohol. The renter is responsible for providing the name and smart serve certificate number to The Township of Wainfleet seven days prior to rental.
- (b) The renter is responsible for obtaining an appropriate Liquor License from the Liquor License Board of Ontario
- (c) The renter must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

9. Kitchen Facilities:

Please check off the use of **all** kitchen-related items shown below for your event:

Stoves Yes No ~~**Dishes** Yes No~~ ~~**Pots/Pans** Yes No~~

Refrigerator Yes No ~~**Cutlery** Yes No~~ ~~**Coffee Pots** Yes No~~

10. Should information be obtained prior to an event that may implicate the Township in any illegal activity on hall premises, the Rental will be cancelled, and the deposit will not be returned.

11. The Township of Wainfleet reserves the right to cancel the event subject to the provision of the cancellation/ refund policy

12. Should the renter wish to access the hall one day prior to the event for decorating and/or one day after for clean-up, the renter may do so, providing a rental agreement is completed and the rental fee is paid, and the user insurance fee is paid or provided to the Township of Wainfleet to secure this additional booking.

13. If you have a 2-million-dollar public liability insurance policy, a copy of this policy must indicate “The Township of Wainfleet” as an additional insured party for this event. Alternatively, insurance may be purchased through the Township’s insurance provider. Special Occasion Permit must be issued to the individual obtaining the insurance coverage and rental agreement.

Number of People attending this Event: _____ **Will there be alcohol at this Event:** Yes ___ No ___

If alcohol is served or sold at this event, please forward a copy of the Special Occasion Permit to the Township of Wainfleet, Operation’s Department A.S.A.P. _____ (please initial). For further information, review the Alcohol and Gaming Commission of Ontario permit requirements. Failure to obtain a permit will result in privileges being suspended.

14. Please be advised that the Canadian Flag and British Flag hanging up in the Firefighters Memorial Community Hall will not be handled.

I/We, the undersigned, agree to pay the sum of \$ _____ **Rental** + \$ _____ **H.S.T.** = \$
(“Total Number of Hours” for “Hourly Rental Rate” only: _____)

I/We, the undersigned, agree to pay the sum of \$200.00 for the **Damage Deposit** = \$200.00

I/We, the undersigned, agree that if there is damage for which the repair cost exceeds \$200.00 (damage deposit), we fully reimburse the Township of Wainfleet for the full cost of such repair.

Please address all correspondence related to this rental to:
Township of Wainfleet, Operation’s Department, 31940 Highway #3, P.O. Box 40, Wainfleet, ON L0S 1V0.

Public Liability Insurance Policy for your function must be purchased or provided to Township staff prior to the event. If you have a 2-million-dollar public liability insurance policy, a copy of this policy must indicate “The Township of Wainfleet” as an additional insured party for this event. Alternatively, insurance may be purchased through the Township’s insurance provider. Contact Operations Administrative Assistant @ 905-899-3463 Ext 235

Signature of Hall Renter

Signature on behalf of the Township of Wainfleet

Contacts:

Lindsay Cochrane – Operations Administrative Assistant
T: 905-899-3463 Ext 235
Email: lcochrane@wainfleet.ca

Brian Wyatt– Recreation, Parks and Facilities Supervisor
T: 905-899-3463 Ext 239
Email: bwyatt@wainfleet.ca