

HALL RENTAL AGREEMENT TERMS & CONDITIONS 2016

1. **ARRANGEMENTS MUST BE MADE AT THE TOWNSHIP OFFICE TO OBTAIN KEYS.**
2. **SECURITY DEPOSIT AND SIGNED RENTAL APPLICATION MUST BE COMPLETED AND BE RECEIVED AT THE JOHNSON TOWNSHIP OFFICE;**
 - TWO WEEKS IN ADVANCE OF A ONE DAY EVENT.
 - ONE MONTH IN ADVANCE OF AN EVENT GREATER THAN 2 DAYS
 - THE SECURITY DEPOSIT CHEQUE MUST BE CURRENT DATED OR CASH AND WILL NOT BE DEDUCTED AGAINST RENTAL FEE.
3. **PRIOR TO A LICENSED EVENT A COPY OF THE SPECIAL OCCASION PERMIT AND PROOF OF LIABILITY INSURANCE MUST BE PROVIDED TO THE TOWNSHIP OFFICE. (THE RENTEE IS RESPONSIBLE FOR OBTAINING LIABILITY INSURANCE). THE COUNCIL HAS THE AUTHORITY TO REQUEST A COPY OF A SECURITY CONTRACT IF DEEMED NECESSARY.**
4. **NO MINORS TO BE ADMITTED TO ANY LICENSED EVENT UNLESS SO STATED ON THE SPECIAL OCCASION PERMIT. (EXAMPLE-WEDDING RECEPTIONS, ANNIV.)**
5. **CLEANUP:**
 - a) CLEAN UP BAR AREA. LIQUOR AND BEER IS TO BE REMOVED FROM THE HALL WITHIN 3/4 OF AN HOUR AFTER THE TIME OF CLOSING AS LISTED ON THE PERMIT.
 - b) CLEAN UP KITCHEN.
 - c) CLEAN TABLES, REMOVE GARBAGE TO OUTSIDE BIN - PLEASE DO NOT OVERFLOW BINS - OVERFLOW MUST BE REMOVED FROM PREMISES.
 - d) LEAVE FLOOR CLEAN READY FOR SCRUBBING.
 - e) WASHROOM CHECKED NO RUNNING WATER / FLUSHED TOILETS
 - f) FACILITY IS LEFT FREE OF ANY DAMAGE
6. **SECURITY DEPOSIT WILL BE REFUNDED AFTER ALL OF THE ABOVE REGULATIONS ARE MET** THE SECURITY DEPOSIT WILL BE REFUNDED WITHIN 2 WEEKS OF RENTAL. MULTIPLE RENTALS (2 OR MORE) FROM SAME PERSON/GROUP WILL BE REFUNDED AFTER THEIR LAST RENTAL DATE. IN THE EVENT THAT THERE IS DAMAGE OR CLEANUP REQUIRED, THE TOTAL COST WILL BE DEDUCTED FROM THE DEPOSIT. IF THE AMOUNT EXCEEDS THE DEPOSIT, THE LEASEE WILL BE REQUIRED TO FORFEIT THE DEPOSIT AND PAY THE BALANCE OWING.
7. **JOHNSON TOWNSHIP COUNCIL RESERVES THE RIGHT TO DENY ANY FURTHER REQUEST FOR RENTALS TO ANY ORGANIZATION OR PERSON IF THEY MISUSE RECREATION FACILITIES OR VIOLATE THE L.L.B.O. OR MUNICIPAL ALCOHOL POLICY REGULATIONS.**
8. **PHONE CHARGES** INCURRED DURING THE TIME THE FACILITY IS RENTED WILL BE THE RESPONSIBILITY OF THE RENTEE.
9. **CANCELLATION TERMS:** THE LESSEE WILL FORFEIT THE SECURITY DEPOSIT UNLESS;
 - 72 HOURS CANCELLATION NOTICE HAS BEEN GIVEN FOR A ONE DAY RENTAL EVENT
 - TWO WEEKS CANCELLATION NOTICE FOR A 2 TO 3 DAY EVENT.
10. **THE MAXIMUM OCCUPANCY CAPACITY IS: 204 PEOPLE (INCLUDING KITCHEN).** TO EXCEED THIS NUMBER IS NOT ONLY DANGEROUS BUT UNLAWFUL. RENTERS MUST ENSURE THAT THE HALL CAPACITY IS NOT EXCEEDED AND MUST REALIZE THAT STAFF HAS THE RIGHT TO CLOSE THE EVENT SHOULD NUMBERS EXCEED THE LIMIT POSTED. AS PART OF THE RENTAL AGREEMENT, COUNCIL AND/OR THE FIRE DEPARTMENT RESERVE THE RIGHT TO ASK FOR A WRITTEN PLAN AS TO HOW THE RENTER PLANS TO ENFORCE THE HALL CAPACITY LIMITS

ALL APPLICATIONS ARE SUBJECT TO THE APPROVAL OF COUNCIL.

TOWNSHIP OF JOHNSON COMMUNITY CENTRE
SECOND FLOOR AND COMMUNITY HALL FLOOR PLAN
ATTACHED

EMERGENCY NUMBER – 911

CONTACTS:

TOWNSHIP OFFICE – 705-782-6601

- *MONDAY TO FRIDAY 8:30AM-4:30PM CLOSED THURS,
SAT, SUN & HOLIDAYS*

DENSIE METHOT – 705-782-6343

- AFTER HOURS