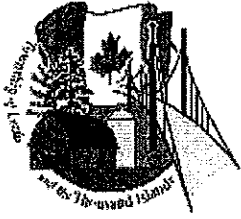


Township of
Leeds and the
Thousand Islands

FACILITY RENTAL PACKAGE

Lansdowne Community Building



TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

1 Jessie Street, P.O. Box 129 Lansdowne, Ontario K0E 1L0

Phone: (613) 659 - 3080 Fax: (613) 659 - 3619 E-mail: rec-dept@townshipleeds.on.ca

RENTAL PROCEDURES FOR BOOKING FACILITIES

1. To reserve a date to use township facilities, a **Facility Booking Application Form** must be completed with the Recreation and Facilities Coordinator and a deposit must be paid when the rental application is made. The Lessee will receive a copy of the form when the deposit is paid. This will confirm their booking for the date and time specified. Only then can they be sure that the date is reserved. In the event the rental is cancelled by the Lessee within two weeks of the rental, the deposit will be retained by the Township of Leeds and the Thousand Islands. The township is not responsible for cancellations as a result of an Act of Nature (bad weather); however, it will attempt to reschedule the event if the Lessee so desires.
2. The deposit will be returned after the event, if the facilities are left in a good and clean condition as specified in the **Facility Rental Contract** on the reverse side of the **Facility Booking Form**.
3. The rental fees for the hall, kitchen and bar by individuals must be paid directly to the Township Office during office hours, or dropped through the slot in the office door no later than two week before the event. These fees can also be paid by post-dated cheque when the rental is confirmed, if it is more convenient than coming to the Township Office at a later date.
4. For events with a **bar**, the Lessee must apply for a Special Occasion Permit with the Liquor License Control Board of Ontario and for a Party Alcohol Liability Insurance Policy with their Insurance Company. The lessee should be aware of the recommendations outlined in the Municipal Alcohol Policy. Any permits or licences required will be arranged for and financed by the party responsible for the bar. It is the responsibility of the applicant to adhere to all L.C.B.O., Department of Health, and all other applicable government standards and regulations. The Lessee must show **Proof of Liability Insurance** for events with alcohol.
5. Keys to the rented facilities are to be picked up no later than one working day before the rental at the Township Administration Building and will be returned on the next working day after the event.
6. In case of emergency or unexpected circumstance during a rental outside of business hours, contact the Recreation and Facilities Coordinator at 613-561-3577.

FACILITY BOOKING CHECKLIST

AT TIME OF BOOKING

- Fees
- Room Capacity
- Rental Contract/Confirmed Booking
- Deposit/Cancellation
- Alcohol Policy Brochure
- Copy of Signed Contract
- Payment Due Dates
- Clean-up Responsibilities
- Catering

ONE WEEK BEFORE

- Proof of Insurance
- Special Occasion Permit
- Alcohol Servers Certifications

WEEK OF EVENT

- Key Issuance
- Lights and Temperature Controls
- Clean up Checklist
- Post Function Report
- Locking Doors / Setting Alarm
- **Facility Tour:**
 - Dishwasher
 - Breakers
 - Sound System & Microphones
 - Emergency Numbers
 - Cleaning Equipment
 - Hanging Ornaments
 - Extra Bathroom Supplies
 - Garbage Bags



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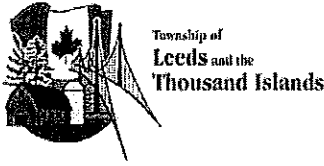
RECEPTION HALL CLEAN UP CHECKLIST

This is your community building and it is your responsibility to leave it in a condition suitable for the next rental group.

Please follow this checklist.

1. All floors, the hall, the kitchen, washrooms, bar, and entrance ways are to be washed, vacuumed or swept.
2. Tables and chairs are to be wiped off and placed back in the spots you retrieved them.
3. All garbage is to be bagged and left outside the kitchen doors.
4. All food (milk, leftovers, etc.) is to be removed from the refrigerator.
5. Dishes are to be washed, wiped dry, and put away, counters cleaned (kitchen floors to be swept and washed). Towels are to be taken home and washed and returned to the Hall Manager within 3 days after the event.
6. Bar floor, counter and equipment are to be washed thoroughly.
7. Check that all toilets have been flushed and that no water (toilets or sinks) is left running before leaving the building. Pick up any garbage on the washroom floors.
8. Leave the thermostat at a moderate temperature.
9. Turn off the sound system, return the microphone and cable into the box and lock up.
10. Ensure that all emergency exits are closed tight and locked. Close and lock all doors.
11. Turn off all lights before leaving the building.
12. Keys must be returned to the Hall Manager by the next working day after the function.
13. The telephone in the bar is for emergency purposes ONLY, any long distance calls will be charged to the group using the building during the time of the long distance call made.
14. Please contact Recreation Services of any problems, damage, or complaints by calling 659-3080 or 561-3577.
15. In case of emergencies, contact the Recreation & Facilities Coordinator at 613-561-3577.

**Thank You
Recreation Services**



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ON-CALL CONTACT LIST AND PROCEDURE

DURING BUSINESS HOURS

1. Call 613-659-2415 for any issues regarding your facility rental. We are available Monday – Friday 9:00 a.m. – 4:30 p.m.
2. You can also e-mail rec-dept@townshipleeds.on.ca for any issues or concerns regarding the facility rental.
3. Drop in to the Administration Office at 1 Jessie St. in Lansdowne.

OUTSIDE BUSINESS HOURS

1. In case of a minor emergency or unexpected circumstance during a rental outside of business hours, contact the Recreation and Facilities Coordinator at 613-561-3577.
2. If the Recreation and Facilities Coordinator is unavailable, please contact the Community Development Programmer at 613-561-3952.
3. **Once you call one phone number, please wait no less than 15 MINUTES prior to calling the other phone number.** This will allow sufficient time for either individual to return the phone call. If after 15 minutes there is no response, you may call the other phone number.
4. A minor emergency consists of any problems or issues with the building such as clogged toilet, locked out of the building, no power, etc.
5. For all serious emergencies dial **9-1-1**.



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Park and Facility Booking Application

APPLICANT INFORMATION

Contact Person: _____ Organization: _____
Address: _____ City/Town: _____
Postal Code: _____ E-mail: _____
Home Phone: _____ Work Phone: _____

FACILITY INFORMATION

Facility Requested:

Date Requested: _____ Time of Use: _____

Lansdowne Recreation Hall
Lyndhurst Council Room
Kendrick s Park Pavilion
Seeley s Bay Community Hall

Lansdowne Council Chambers
Fire Station #3 - Hall
Centennial Park Ball Diamond
Seeley s Bay Meeting Room

Lansdowne Meeting Room
Escott Hall
Jerry Park Ball Diamond

BAR AND CATERER INFORMATION

Caterer Name: _____

Bar Attendants: _____

Liquor License Number: _____ Type of License: _____

Proof of Liability Insurance: Yes No Bar Certificates: Yes No

Person Holding License: _____

FEEES

Lansdowne Hall: _____ Lansdowne Council Chambers: _____

Kitchen Use: _____ Bar: _____ Lansdowne Meeting Room: _____

Lyndhurst Council Chambers: _____ Fire Station # 3: Hall: _____

Kendrick s Park Pavilion: _____ Ball Diamond: _____

Seeley s Bay Hall: _____ Seeley s Bay Meeting Room: _____

Kitchen Use: _____ Bar: _____ **TOTAL:** _____

I have read the rules and regulations (including the Municipal Alcohol Policy) pertaining to facility bookings, and agree to abide by them:

Signature

Print Name

Date

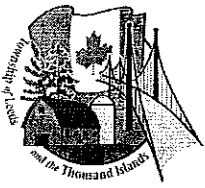
For Office Use Only

PAID

Rental Fee: _____ Date Paid: _____

Deposit: _____ Date Paid: _____

Deposit Returned: Yes No Date Returned: _____



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FACILITY RENTAL CONTRACT

1. The contracted hours of rental shall include sufficient time before and after the function to allow for preparation and cleanup. Organizers wishing to set-up the day before must make a request to do so, to ensure that the facility is not booked by another group. Any group requiring more time for set up will be required to pay additional rental fees.
2. The full rental fee must be paid 2 weeks prior to the event. Organizations holding an event with an admission charge to cover costs may post date the cheques up to one week after the event, but the cheque must be received prior to the event. In the event the rental is cancelled by the Lessee within two weeks of the rental, the deposit will be retained by the Township of Leeds and the Thousand Islands. The township is not responsible for cancellations as a result of an Act of Nature (bad weather); However, it will attempt to reschedule the event if the Lessee so desires.
3. The keys to the facility may be picked up no earlier than one working day before the event. All rental charges must be paid at this time by the rental party signing the contract. Keys will not be issued until payment is received. Arrangements to pay caterers and bar servers must be made independently by the rental party. The keys must be returned the next working day following the event or dropped through the mail slot after the event is over. The Lessee shall pay for the replacement of any lost keys. The Lessee must also ensure the building is secured with all doors locked and the alarm set any time the building is left unattended.
4. Community Building Use - after the event is over the applicant/user must ensure that the facility is cleaned according to the checklist and left in the same condition as it was prior to renting. The deposit will be returned only if the facility is left in a condition suitable for the next rental group. Please allow 14 days for processing. The applicant shall be held responsible for any damages to the building or its equipment during the contracted hours of rental or any additional time during set-up or clean-up while the lessee is in possession of the keys to the building. The Lessee shall pay all costs of damages or theft occurring at any time while the applicant is the said Lessee of the facility. The Township is not responsible for any loss or damage of food from theft or malfunctioning of equipment.
5. Alcoholic beverages can only be distributed or sold with a Special Occasion Permit and it is the responsibility of the applicant to adhere to all L.C.B.O., Department of Health and all other applicable government standards and regulations. The applicant shall abide by the Alcohol Management Rules and Regulations as set out in the Township of Leeds and the Thousand Islands Municipal Alcohol Policy. The Lessee must show **Proof of Liability Insurance** for events with alcohol.
6. The Township of Leeds and the Thousand Islands or its duly appointed representative will have the right to cancel or stop the event if deemed out of control and after a representative of the Township or O.P.P. has ordered the event to be cancelled or to stop, the applicant shall immediately comply with the directive.
7. No motorized vehicles are permitted in any area of any park except for designated granular/asphalt parking lots.
8. The applicant/signing officer for this Facility Booking Contract agrees to be responsible for the care and control of the participants. If the Lessee fails to comply with the regulations herein, he/she will bear full responsibility for any costs incurred. In addition, the Lessee may not be permitted to obtain future permits for use of any Township facilities.

I, the undersigned, have read the above and understand the terms and conditions of this contract. I agree to abide by this agreement and take full responsibility for the rental of this facility as the Lessee. I and the organization I represent will indemnify and save harmless the Corporation of the Township of Leeds and the Thousand Islands from and against all claims, demands, losses, costs, damages, actions and suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner, based upon, occasioned by or attributable to any injury or damage arising or resulting from any act, omissions or due to circumstances beyond the control of myself/our organization, its servants or agents in using the said demised premises.

Signature: _____ Print Name: _____ Date: _____