

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 desirers.
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: _____