



Facility Rental Agreement

INDEMNITY: The undersigned agrees to indemnify the Corporation of the Township of Killaloe, Hagarty and Richards of all claims arising in relation to the Agreement Holder's usage of the public property or facility provided such claims are not caused by the negligence of the Township of Killaloe, Hagarty and Richards. The undersigned further agrees to be bound by this Agreement and the Terms and Conditions contained herein, and hereby warrants and executes this Agreement on behalf of the Organization and has sufficient power, authority and capacity to bind the Organization with his/her signature. The Township of Killaloe, Hagarty and Richards hereby grants permission to use the public property or facility as outlined, subject to the Terms and Conditions of this Agreement contained herein all of which form part of this Agreement.

This Single Use Facility Rental Agreement made this _____ day of _____ 20_____

Between: _____

Represented by: _____

Phone: _____

E-mail: _____

-and-

Township of Killaloe, Hagarty & Richards

Represented by: _____

(Please print)

Phone: _____

E-mail: _____

Facility to be used: _____

Name of Function: _____

Description of Function: _____

Is this a fundraiser? _____

Date of Function: _____ Time of Function: _____ to _____

Expected attendance: _____

Areas of the facility that will be used:

Rink/Ice surface

Dressing Rooms

Concession Area

Main Recreation Area

| | | |
|-----------------|---------------------------|-----------------|
| Fees Agreement: | Basic Rental Fee | \$ _____ |
| | Kitchen/Concession Access | \$ _____ |
| | Total | \$ _____ |

| | | | |
|----------------|----------------|----------|-----------------|
| Fees Received: | Damage Deposit | \$100.00 | Date due: _____ |
| | Rental Fees | \$ _____ | Date due: _____ |

THEREFORE THE PARTIES DO AGREE TO THE FOLLOWING:

_____ The Township of KHR agrees to provide the renter access and use of the facility and its rental equipment (tables, chairs, etc.) in accordance with the details outlined above.

I, hereby acknowledge that I have carefully read the above, and did receive a duplicate copy of this agreement this _____ day of _____, 20_____.

THIS AGREEMENT EXECUTED on behalf of:

Township of Killaloe, Hagarty and Richards

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

613-757-2300 (phone)
613-757-3634 (fax)
info@khrtownship.ca

Renter Contact:

Phone: Res. _____

Bus. _____

E-mail: _____

NO ALCOHOL IS ALLOWED ON PUBLIC PROPERTY OR IN PUBLIC FACILITIES OWNED BY THE TOWNSHIP. ORGANIZATIONS THAT ALLOW ALCOHOL ON PUBLIC TOWNSHIP PROPERTY OR IN THE PUBLIC FACILITY COVERED UNDER THIS AGREEMENT ARE SUBJECT TO ANY AND ALL PENALTIES AND FINES THAT MAY BE LEVIED IN THIS REGARD.

Set-up / Take-down Checklist

Set-up

- Determine your requirement for tables, chairs and check with KHR representative to ensure the hall has sufficient equipment for your event.
- The set-up of tables and chairs is the responsibility of the renter.
- All doorways are to be kept clear (as per fire regulations).
- Use only masking tape or other tape that does not damage walls when hanging decorations. Do not use nails, pins, staples, tacks or other hangars that will damage surfaces.
- The renter is responsible for bringing a ladder or other equipment required to hang decorations.

Takedown

- All tables and chairs must be returned to proper storage (determine the specific area with the KHR representative).
- Ensure concession is clean. Utensils, coffee machine, etc. are clean and put in proper locations. Counters, sinks, fridges and stoves are to be wiped clean.
- All garbage is to be put in appropriate containers.
- Sweep and mop up obvious spills from floor. Brooms, dust pan, wet mop and mop buckets are available in the hall storage area for your use.
- All decorations the renter puts up in the hall must be taken down after function, with no pieces of tape left on walls.
- Report all damage or difficulties in the use of the facility as soon as possible to the KHR representative.

Before

- Hall is clean and tidy, and in reasonable repair.
- Concession area is clean; utensils and other implements are stored in their designated places.
- Coffee maker is clean and ready for use.
- Tables and chairs are stacked as directed and stored in designated area.
- Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

- Garbage bins are emptied and clean.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of _____ on
(Date) _____.

Township of KHR Representative
(print name)

Renter (print name)

(signature)

Renter (signature)

After

- Hall is clean and tidy, and in reasonable repair.
- Concession area is clean; utensils and other implements are stored in their designated places.
- Coffee maker is clean and ready for use.
- Tables and chairs are stacked as directed and stored in designated area.
- Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

- Garbage bins are emptied and clean.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of _____ on
(Date) _____.

Township of KHR Representative
(print name)

(signature)

Renter (print name)

Renter (signature)