



Facility Rental Agreement

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

Between: _____

Represented by: _____

Phone: _____

E-mail: _____

-and-

Township of Killaloe, Hagarty & Richards
(Please print)

Represented by: _____

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: _____

All municipal facilities are alcohol free.

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: _____

613-757-1566
613-757-2300
khrvolunteernetwork@gmail.com

Renter Contact:

Phone: Res. _____

Bus. _____

E-mail: _____

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)

(signature)

Renter (print name)

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)