

**PORT ELMSLEY HALL (Capacity 110)**  
**120 Station Road**  
**Contact: Kevin Murphy 613-283-9596**

<b>FULL DAY</b>		
Non-Resident	Any function	<i>\$100.00</i>
Township Resident	Any function	<i>\$50.00</i>
Local Non-Profit or Charitable Group	At the discretion of the Rental Authority (Cleaning/Security Deposit required) <i>\$50.00</i>	
<b>HALF DAY - 4 ½ Hrs or less</b>		
Non-Resident	Any function	<i>\$50.00</i>
Township Resident	Any function	<i>\$30.00</i>
Local Non-Profit or Charitable Group	At the discretion of the Rental Authority (Cleaning/Security Deposit required) <i>\$50.00</i>	

\* Notwithstanding the rental fee, every user of the Halls shall provide a fifty dollar (\$50.00) cleaning/security deposit which shall be held by the Hall Rental Authority until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.

\* All bookings for Halls and/or use of the tables shall be made through the Township Office or the appropriate Hall Rental Authority. A contract will be issued indicating the time the event is taking place plus the hour that the Hall is required to be opened and closed. In the case of half-day rentals, hours that are in excess of 4 1/2 shall be billed at the full day rate.

**DEFINITIONS**

1. **Permit Holder/User/Renter:** The person signing the permit and responsible for the use of the facility identified on the permit.
2. **Seasonal Rental:** Booking of a facility for an entire season.
3. **Municipal Programs:** A continuous series of activities organized by the Municipality where the public participates.
4. **Organization:** A group of persons organized for a particular purpose. A structure through which individuals cooperate systematically to conduct business. E.g. President, Treasurer Etc.
5. **Regular User:** An organization, group or individual renting a minimum of one hour per week throughout the season.
6. **Individual:** A municipal resident or a gathering of residents that use Municipal facilities.
7. **Non-residents:** Individual or groups residing outside the Municipality.
8. **Meeting:** A group of people that assembles to discuss, decide on matters or share information.
9. **Special Event:** A relatively significant occurrence at which people gather for social, cultural and recreational purposes.
10. **Adult:** Individual over the age of sixteen
11. **Youth:** Individual under the age of sixteen.
12. **Authorized Personnel:** Person or persons in apposition to make decisions.

**CORPORATION OF TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
HALL RENTAL AGREEMENT  
APPLICATION**

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North Elmsley Hall    Capacity (110 people)

Organization:  
Contact Name:

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

Type/Purpose of Event:

Dates:

Total Number of Hours per Week:

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**AGREEMENT**

I/We have read the rules and regulations of the Township pertaining to rental permits, and I/we agree to observe them. Failure to comply with the rules and regulations will result in the forfeiture of the security deposit. I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPROVAL**

Fee Paid:

\$50.00 Security Deposit Received:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Township Representative

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**Facility Rental Agreement**  
**RULES AND REGULATIONS**

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available. Rental Agreements and Fees, if applicable, must be delivered to the Township Office before 12:00 noon on the Friday before a weekend event to allow time for arrangements to be made with the Custodian. Faxed copies of the signed form will be accepted only if no fee is payable, according to the Policy.
2. Twenty-four (24) hours notice of cancellation is required.
3. Contact person (s) shall be in attendance for the duration of the function.
4. The facility is non-smoking. Smoking is only permitted outdoors a minimum of 9 meters away from the entrance/exit doors.
5. No unauthorized alcohol/drugs shall be permitted in the hall or on the premises.
6. The facility has a capacity rating of 110 people which must be adhered to. Exit doors shall remain unblocked at all times.
7. No exposed candles shall be used.
8. Use of confetti/sprinkles inside the hall is prohibited. An extra charge may be payable.
9. Kitchen facilities are available at all of the halls.. If the kitchens are used, they shall be left clean and tidy. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
10. If the tables, chairs or piano are used, the Lessee shall clean the furniture, stack and return it to its original location.
11. The Lessee is responsible for the pickup and removal of all garbage and recyclables from the Hall generator by their activity.
12. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. Memorabilia or photos proposed for permanent decoration of the Hall may be donated to the Recreation Advisory Committee for consideration prior to mounting. No items or decorations shall be left in the hall without approval.
13. The Township accepts no responsibility for any items left in the hall by the Lessee, their organization members or function attendees.
14. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the Township.
15. The Lessee agrees that all events will be finished by 1:00 am, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 1:30 a.m.,

unless special permission has been obtained in advance.

16. If the Custodian is not personally at the hall at the end of the event, the Lessee shall call the Custodian at the phone number provided and advise the Custodian that the event is over and the hall is being vacated (voicemail message is sufficient). Prior to leaving the building the Lessee shall turn off the lights and all running water and shall close and check all doors to ensure the building is secure.
17. The Lessee agrees to take all reasonable steps to ensure that the events are carried on in a safe and orderly manner and to ensure the safety of all people attending or working at the event. The Township of Drummond/North Elmsley assumes no responsibility for personal injury or damage or for the loss or theft of clothing/equipment of the Applicant/Organization or anyone attending the event(s) of the Applicant/Organization.
18. The Lessee is responsible to indemnify and save harmless the Township of Drummond/North Elmsley from all claims therefore and will submit to the Township of Drummond/North Elmsley confirmation of liability insurance coverage naming the municipality as an additional insured in a form and amount of \$2 million (\$2,000,000) against loss or damage resulting from bodily injury to, or death of, one or more persons, and loss of, or damage to, property arising in connection with the function as a result of any act or omission of the Lessee, their members, officers, employees, agents or contractors; such policy shall name.
19. In the event of a problem with the facility (water not running, electrical problem, etc.,) immediately notify the Hall Custodian who has the authority to take immediate action.