

DRUMMOND HALL (Capacity 48)
1920 Drummond Concession 7
Contact: Township of Drummond/North Elmsley 613-267-6500

FULL DAY		
Non-Resident	Any function	<i>\$125.00</i>
Township Resident	Any function	<i>\$100.00</i>
Local Non-Profit or Charitable Group	At the discretion of the Rental Authority (Cleaning/Security Deposit required) <i>\$50.00</i>	
HALF DAY - 4 ½ Hrs or less		
Non-Resident	Any function	<i>\$75.00</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>	

* 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 THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

DRUMMOND HALL RENTAL AGREEMENT

RULES AND RESPONSIBILITIES

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available.
2. Two weeks (14 days) notice of cancellation is required for a full refund. All hall bookings, whether or not a fee is charged, shall be considered as rentals and the security deposit required.
3. Contact person (s) shall be in attendance for the duration of the function.
4. All of our facilities are non-smoking. Smoking is permitted outdoors a minimum of 9 meters away from entrance/exit doors. No unauthorized alcohol/drugs shall be permitted in the hall or on the premises.
5. The consumption of alcohol is not permitted at The Drummond Hall.
6. All of our facilities have capacity ratings which must be adhered to and 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. Cleaning/security deposit could be forfeited.
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 that are generated 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. 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 Rental Authority.
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 am, unless special permission has been obtained in advance.
16. Prior to leaving the building the Lessee shall turn down the heat, check that all running water is turned off, turn off the lights and shall close and check all doors to ensure the building is secure. **Alternative event end arrangements may be made with the Facility Custodian for the use of certain halls.**
17. The Lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
18. In the event of a problem with the facility (EG. Water not running, electrical problem etc.) immediately notify the Hall Custodian (Number Posted In Hall) who has the authority to take immediate action.

RENTAL DOCUMENTATION: (To be completed in duplicate) Original signed copy maintained by Municipality.

STATEMENT OF LIABILITY

1. I/We, the undersigned have read the Rental Agreement Rules and understand the terms and conditions of this facility rental agreement. I/We also agree to abide by this agreement and take full responsibility for the rental and or use of this facility. I/We and the organization I/We represent will indemnify and save harmless the hall rental authority and the Township of Drummond/North Elmsley, its directors, officers, employees and or volunteers from and against all claims, demands, loss, costs, damages, actions, and suits or other proceedings by whomever 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 or myself/our organization, its officers, employees or agents in using the said premises
2. The permit holder shall comply with all Municipal, Provincial and Federal laws that may apply to the function for which the permit was issued.
3. "The Ferguson's Falls Hall Committee highly recommends that you contact your Insurance Representative to enquire about Special Events Liability Insurance, which provides protection against lawsuits for individuals, organizations or companies who hold functions with or without alcohol services in rented facilities."

Renters
Signatures _____

Name of Organization (If Applicable) _____

Dates Facility Required _____

Hall Rental Authority Signature. _____

CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

HALL RENTAL AGREEMENT

APPLICATION

Drummond Hall Hall (Capacity 48)

Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Email _____

Type/Purpose of Event: _____

Date of Event: _____

Time: From _____ To _____ Total Number of Hours _____ -

AGREEMENT We have read the rules and regulations of the Township pertaining to rental permits, and we agree to observe them. Failure to comply with the rules and regulations will result in the forfeiture of the security deposit. 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: _____

APPROVAL

Fees Paid \$ _____ \$50.00 Cleaning/Security Deposit Received YES NO

Signature of Township Representative: _____ Date: _____

ARRANGEMENTS FOR OPENING / CLOSING: _____

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