



**Township of Algonquin Highlands**  
**APPLICATION TO RENT AND RENTAL AGREEMENT**

1051 Main Street, Box 99 • Dorset, ON P0A 1E0 • Tel: (705)766-9968 • Fax: (705) 766-9688

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Onsite Event Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Facility Required:  Dorset Recreation Centre – Gym / Main Hall (capacity 193)  
 Dorset Recreation Centre - Multi-Purpose Room (capacity 78)  
 Dorset Recreation Centre - Small Meeting Room (capacity 56)  
 Stanhope Firefighters’ Hall - Main Hall (capacity 155)  
 Oxtongue Lake Community Centre (total capacity 70)

Name of Event: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

Kitchen Required:  Yes  No

Event Type:  Commercial  Non-Commercial  Fund Raising

Special Occasion Permit #: \_\_\_\_\_ Proof of Insurance Provided: \_\_\_\_\_

Caterer Name: \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

Caterer Address: \_\_\_\_\_

Rental Charge \_\_\_\_\_

HST (13%) \_\_\_\_\_

TOTAL \_\_\_\_\_

Refundable Damage Deposit \_\_\_\_\_ (please attach separate post-dated cheque)

Balance Owing Date \_\_\_\_\_ (in full, 3 weeks in advance of booking)

In consideration of \_\_\_\_\_ (Lessee) having rented the premises described earlier in this contract, the Lessee agrees to indemnify and save harmless, The Township of Algonquin Highlands, it's staff, officers, or agents, from all manner of actions, causes of actions and demands whatsoever which may at any time be commenced by or on behalf of the lessee named above against any or all of them from or by reason of any matter whatsoever arising from rental of these premises.

I, \_\_\_\_\_, hereby acknowledge having read over the entire preceding paragraph and agree to the rental obligations stated on the reverse of this page.  
*(Signature)*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ . Witness: \_\_\_\_\_

Office Use Only:

DRC Staff: \_\_\_\_\_  Damage Deposit Rec'd  Payment Rec'd

Damage Deposit Returned:  Yes  No Date: \_\_\_\_\_ DRC Staff Member: \_\_\_\_\_

## Township of Algonquin Highlands Rental Agreement

1. It is the responsibility of the lessee to adhere to all Federal, Provincial and Municipal laws and regulations including their Special Occasion Permit and the Township of Algonquin Highland's Municipal Alcohol Policy and Special Event Policy.
2. The Lessee agrees not to exceed the approved capacity of the hall as stated on the front of this rental agreement. All municipal facilities are SMOKE FREE facilities and it is the responsibility of the lessee to enforce the no smoking policy.
3. Cleaning is the responsibility of the lessee and/or caterer(s). The centres must be cleaned after each use. All cleaning supplies are provided and can be found in the utility rooms. The municipality will take care of cleaning (arrangements to be made in advance) at your request and cost. Speak to coordinator for details. GYM: Tables and chairs must be wiped down and stacked in their proper place in the storage room. Floor swept and damp mopped. All decorations must be removed. KITCHEN: Counters and cupboard doors washed, spills on stove and in oven washed, fridge washed and all belongings removed and floor swept and washed. WASHROOMS: Counters, sinks and toilets washed and floors swept and washed. HALLWAYS & ENTRANCE: Rugs to be vacuumed, tiled areas swept and washed, debris outside doors (i.e., cigarette butts, pop cans, etc.) swept up and removed. **ALL GARBAGE INCLUDING BLUE BOX MATERIAL MUST BE REMOVED**

Stanhope: All garbage and recyclables to be placed in bin provided outside back door of the hall.

The Township of Algonquin Highlands is committed to recycling in order to prolong the life of our landfill sites. Appropriate containers are available and we encourage users to recycle as much waste as possible.

4. All items used must be returned to their proper place of storage. This includes tables, chairs, dishes and cutlery. No equipment, dishes, furnishings etc., may be removed from the facility being used. Any breakage to be recorded on clipboard provided. Note: Please provide your own dish cloths and tea towels, thank you.
5. The lessee must submit their application to rent to the Municipality 2 weeks prior to the function for weddings and social functions, etc. Applications for fund raising events must be submitted 30 days prior to the function and 60 days prior for a community festival / outdoor event. The Lessee must advise the Municipality 2 weeks in advance the name, address and telephone number of the caterer who will be using the kitchen on the date of the event.
6. Candles must be placed in approved glass containers. Beverages must be served in plastic glasses only. When decorating, use only masking tape. Tacks, nails and scotch tape are not permitted
7. The Lessee is responsible for arranging pick-up of the key prior to the function during office hours and to provide the key to caterer if necessary. For Special Occasion Permit events, proof of liability insurance must be shown at this time.
8. The Lessee agrees not to remove any flags and / or pictures from the walls of the Hall without prior approval from the Municipality.
9. The lessee is responsible and agrees to pay all damages incurred to the premises and equipment through negligence. Any damage must be reported to the CAO/Clerk Treasurer at 705-489-2379. After hours numbers are indicated below.
10. When leaving the facility it is the responsibility of the Lessee to ensure: a) All doors and windows are locked. b) All lights are off c) Washrooms are checked d) Any utilities i.e., coffee makers have been unplugged e) steam trays and tables emptied, cleaned, turned off and unplugged before leaving f) dishwashers turned off (Dorset & Stanhope) and drained (Stanhope) as to posted instructions.
11. Payment in full is due 3 weeks in advance or agreement becomes null and void. A \$40 non-refundable deposit must accompany bookings to confirm reservation. The \$100 damage deposit will be refunded if the facility is left clean, otherwise the lessee will be charged the cleaning rate of \$25 per hour which will be deducted from the deposit.
12. The Municipality reserves the right to cancel any function if conditions are not adhered to.
13. The Municipality reserves the right to require police supervision at any event at the expense of the lessee. The lessee will be notified prior to the event if policing is required.
14. The lessee shall be responsible for the conduct and supervision of all persons attending their event and shall see that all regulations contained in this permit are strictly adhered to.
15. Exits must be kept clear of all obstructions.
16. There are to be no modifications or additions to the electrical wiring without the approval of the municipality.
17. Authorized representatives of the Municipality shall have free access to all rooms at all times.

***18. In the event of a power outage or other emergency situation at the time of the rental, the rental shall be deemed cancelled and a full refund of the rental fee shall be made to the Lessee.***