



**The Corporation Of The
Township Of Stone Mills**

4504 County Road 4, Centreville, Ontario K0K 1N0
Tel. (613) 378-2475 Fax. (613) 378-0033
Website: www.stonemills.com

APPLICATION FOR THE USE OF A COMMUNITY HALL

NAME: _____ **FACILITY REQUESTED:** _____
(Organization or Applicant) (Arena Banquet, Multi-Purpose Room, Tamworth, Enterprise, Newburgh, Centreville)

Date of booking: _____ **Description of Event:** _____

Opening Time: _____ **Closing Time:** _____

Enterprise Hall Only

Bar Opening Time: _____ **Bar Closing Time:** _____

Rental Fee: to accompany the application form. Weekly or bi-weekly users may pay on a quarterly basis in advance.

Cancellation: must be made a minimum of 48 hours in advance of set up and/or possession. Regular users will receive a credit and one time users will receive a refund less \$25.00.

Multi-date bookings: An Attached Calendar with dates circled is required. Calendar available upon request.

The Township retains the right to refuse or to cancel any rental agreement. If any user shows careless, deliberate, or persistent disregard for the regulations, a rental agreement may be cancelled without notice.

I/We have read the rules and regulations attached to this form pertaining to the use of Township Facilities. We agree to exercise the utmost care in the use of the premises and property and to make good any damage arising from our occupancy or use of any portion of the building or premises.

APPLICANT: _____ **TELEPHONE:** _____
(FUNCTION SUPERVISOR)

ADDRESS: _____

SIGNATURE _____ **DATE:** _____

LIQUOR PERMIT: YES _____ **NO** _____

Permit copy to be provided prior to the event. A **\$100.00 refundable damage deposit** required with a liquor license.
(Exception Enterprise Hall Rental)

Office Use Only:

Payment: \$ _____ Receipt # _____ Date Received _____

Cashier: _____

Notes: _____



RULES AND REGULATIONS GOVERNING USE OF THE COMMUNITY HALLS WITHIN THE TOWNSHIP OF STONE MILLS

The Community Halls governed by these rules and regulations are known as Arena Banquet Hall, Multipurpose Room, Centerville Hall, Enterprise Community Hall, Newburgh Community Hall, and Tamworth Community Hall

General Conditions

- 1.** The Community Halls within the Township of Stone Mills may be used by responsible groups and organizations for community services, social functions and events.
- 2.** The user shall be financially responsible for any and all property damage resulting from the use of any of these Community Halls.
- 3.** The user shall provide responsible adult supervision of a function as may be required by the Township.
- 4.** All renters/users shall be responsible for his/her functions set up and clean up, tables to be wiped prior to storage and leave the facility in the condition in which it was found.
- 5.** The renters/users shall remove all garbage and recycling from the premises at the end of their event. Bags will be provided by the township.
- 6.** A copy of the license issued by the Liquor Licensing Board shall be provided to the Township before any consumption and sale of alcoholic beverages is allowed on any township property. Proof of Liability Insurance shall be provided per event.
- 7.** The user shall confine activities to the facilities specified in the rental agreement. All other areas shall be "OUT OF BOUNDS"
- 8.** All exits from the Community Halls shall be kept free and accessible at all times.
- 9.** The renter/user is responsible for maintaining control of the function.
- 10.** Any use or attempted use by one organization in the name of another shall result in the immediate cancellation of the original rental permit.
- 11.** The Township of Stone Mills reserves the right to refuse or to cancel any rental agreement. If any renter/user shows careless, deliberate, or persistent disregard for the regulations, a rental agreement may be cancelled without notice.
- 12.** No renter shall exceed the maximum capacity of any Community Hall

13. The Township will not be responsible for any theft or damage to the applicant's contents or equipment or that of its entrants.

14. As part of the consideration for the Township of Stone Mills renting the above noted facilities the applicant and its members agree to release and discharge, and to indemnify and save harmless the Township of Stone Mills from and against all claims and proceedings, by whomever made or brought, in respect of any cost, losses, damage or injury arising by reason or my/our use of the rented facilities.

Scenery and Decorations

1. All scenery, decorations and associated electrical connections shall meet the approval of the Township of Stone Mills Fire Department. It is the responsibility of the user to insure such approval.

2. No equipment or scenery shall block exits or be placed in such a way as to be hazardous to the public.

3. Decorations used shall be fire retardant and shall not be used in any manner which will leave a permanent mark on the building.

4. Only masking tape or non-abrasive, non-marking substance shall be used to adhere decorations.

Tables and Chairs

1. Community hall use includes the inside use of the tables and chairs located at that facility.

2. Tables and chairs shall not be used for outdoor purposes.

3. Tables and chairs shall not be loaned or rented except for a municipal sponsored event.

Rental Fees and capacity

1. Hall rental shall be paid in advance. Any damages shall be paid for over and above the rental fee.

2. Booking of the facility shall be completed at the municipal office upon the receipt of a signed rental agreement form and the applicable fee.

3. No booking shall be held for more than 7 days without a completed form and payment.

4. Rental fees apply to all users with the exception of Council and Committees of Council for municipal purposes. A Committee of Council is defined as a committee approved by Council with one or two members of Council appointed to the Committee, and all finances of the committee directed by or at least approved by Council.

Hall	Rental Description	Fee Plus applicable H.S.T.	Capacity Total
Arena Banquet Hall 713 Addington St. Tamworth, ON	Hall Rental Non Profit	\$30.00/hr \$15.00	150
Multi Purpose Room 713 Addington St. Tamworth, ON	Hall Rental Non Profit	\$50.00 \$15.00	50
Centreville Community Hall 4504 County Road 4, Centreville, ON	Hall Rental (No Liquor allowed) Non Profit	\$50.00 \$15.00	90
Enterprise Community Hall 2 Prince St, Enterprise, ON	Hall Rental, No Bar Hall Rental, Bar Non Profit	\$50.00 \$200.00 \$15.00	160 160
Tamworth Community Hall 1 Ottawa St. Tamworth, ON	Hall Rental (No Liquor Allowed) Non Profit	\$50.00 \$15.00	50
Newburgh Community Hall 2 Factory St. Newburgh, ON	Hall Rental, No Bar Hall Rental, Bar Non Profit	\$50.00 \$200.00 \$15.00	125 125