

TOWN OF SAUGEEN SHORES
DEPARTMENT OF COMMUNITY SERVICES
600 Tomlinson Dr., PO Box 820, Port Elgin NOH 2C0
P: (519) 832-2008 F: (519) 832-2140

FACILITY RENTAL BLANKET TERMS & CONDITIONS

1. The Applicant is responsible for the conduct and supervision of all persons admitted to the facility (in connection with the activity for which the contract is granted) and is responsible for ensuring the rules are observed.
2. The original contract (if enclosed) must be reviewed, signed, dated and returned (along with Blanket Terms and Conditions and any other pertinent information as indicated). Please review the Blanket Terms and Conditions thoroughly and keep in a safe place for future reference. This will be your only copy unless you request another or there is a change in the contents/contact person information. Report any necessary changes that should be made to the contract. All information must be received within 7 working days before your event. Booking will not be confirmed until signed contract, terms/conditions and deposit is received by Department of Community Services.
 - a. Deposit required for non-licensed event is 20% of basic rental fee (rounded up) OR \$25.00, whichever is higher.
 - b. Deposit required for licensed event is \$100.00.
 - c. 100% of rental fees must be paid a minimum of 60 days prior to the event. The rental fee will not be refunded in the event that the facility rental is cancelled 30 days or less, prior to event date
3. Cleaning/damage deposit of \$300.00 may apply on certain events, (certified cheque, money order or cash). Deposit will be returned once determined that no damage/theft has been incurred to the Town of Saugeen Shores facility/premises/contents.
4. Facility MUST be vacated no later than 2AM or time indicated on Facility Rental Contract, as agreed to by the party renting the facility and the Programs & Facilities Booking Coordinator.
5. Set up of tables/chairs is included with the rental, so please communicate this information with facility staff and/or complete the floor plan and return as soon as possible. Arrangements for special setups must be in advance and must be approved as to size, shape and location. Additional cost may apply. Additional costs WILL apply if the customer requests a change after the set-up has been completed by staff. If you require the setup to be completed by a specific time, please notify the Programs & Facilities Booking Coordinator.
6. Food Service
 - a. Food and Nut Allergies: It is the responsibility of the rentee to ensure that any food served in a municipal facility has been clearly identified and communicated (e.g. signage). Signage must state that the food may contain any common food allergens, such as Nuts, or if the food is free of common food allergens. Additional common food allergens include peanuts, tree nuts, shellfish, fish, gluten, eggs, soy and milk.

I have read and understood my responsibilities in accordance to food service and the food allergies condition (6a).

- b. Sale of Food: If you have booked the Saugeen Shores Community Complex or the Southampton Coliseum and you are planning an event that includes the sale of food, please note all food sales are restricted to the upper level of the facility. Food service and advertising for upstairs food service is not permitted on the main level. Please be advised that the Canteen Leasee has exclusive rights to the food service located on the main floor of these facilities, as per the Corporate Facilities Policy.
7. Any communication regarding a special setup should be addressed to the following:
 - a. Department of Community Services ? Phone: (519) 832-2008, ext. 131; Fax: (519) 832-2140
 - b. After regular business hours only ? The Plex - (519) 832-2271
 - c. After regular business hours only - Southampton Coliseum/Annex - (519) 797-5111
8. A meeting with a staff person at the rented facility is a must in order to go over the event and discuss layout, special requirements, lighting and heating/cooling controls, electrical needs, etc. This needs to be done with appropriate notice based on the nature of the event.
9. Renter MUST confirm with the Programs & Facilities Booking Coordinator, what time they need to get into the facility so that staff arrangements can be made to open up. Exception: If keys are signed out to facility.
10. No intoxicating beverages are allowed except under the authority of a Special Occasion Permit.
11. Any equipment or apparatus brought into the facility by the Applicant must be removed without delay following the booking unless arrangements have been made with the Programs & Facilities Booking Coordinator.
12. Activities must be confined to the area assigned in the contract and facility must be left in the condition that it was found.
13. The following Ontario Fire Code Non-Fixed Seating Regulations must be adhered to when setting up the facility:
 - a. Exits must be kept free of obstruction in case of fire.
 - b. Aisles leading to exits shall be provided so that there are not more than 7 seats in a row without an aisle.
14. The exit widths and aisles should be at least 44' wide if occupancy is over 60 people; aisle should be at least 30' wide if:
 - a. Occupancy is under 60.
 - b. Aisle should terminate in a cross aisle, foyer or exit.
 - c. The distance of travel to an exit door by an aisle shall not be greater than 30 metres.

15. Open Flames are prohibited. Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved by the Town of Saugeen Shores Fire Chief. He can be contacted at (519) 389-6120.
16. No signs or decorations may be put on the walls without the approval of the Facilities Manager. Absolutely no tape, thumb tacks or nails are to be used. STICK-UP PUTTY ONLY. You will be charged for any damages incurred to the facility.
17. Absolutely no modifications are to be made to the facility however slight or necessary they are deemed without first applying in writing and receiving permission from the Facilities Manager/ Programs & Facilities Booking Coordinator. Any work resulting from unauthorized modifications, electrical needs, removal of equipment and supplies including bar supplies, removal of decorations, or anything not considered to be usually associated with a hall rental will be at the expense of the rentee.
18. It is the rentee's responsibility to make sure the approved occupancy limits are not exceeded.
19. The municipality reserves the right to have a staff person and/or additional security on hand including off-duty police all of which would be at the customer's expense.
20. It is strongly suggested that you make arrangements to view the facility prior to your event so that you will know exactly what you have available i.e. hall, kitchen, etc. and what the layout of the room is.
21. Rentee will only enter facility during hours booked unless previous arrangements are made with Programs & Facilities Booking Coordinator.
22. If a SOCAN FEE applies, you will be charged accordingly plus 13% HST. Money will in turn be sent to SOCAN (Society of Composers, Authors and Music Publishers of Canada). SOCAN is a tariff that is charged for events that include music/music with dancing/live performances, etc.
23. The Town of Saugeen Shores will not be responsible for personal injury or damage or for loss or theft of property belonging to the applicant or to anyone attending the function.
24. Decorating/cleanup of facility must be done during times booked. If additional time is required a fee will be charged. Please contact the Department of Community Services to make the arrangements. Extra time required should be considered when rental confirmed in order to avoid the possibility of time not being available.
25. Access to the hall for any reason is to be during reserved times only. Arrangements can be made with Programs & Facilities Booking Coordinator for access outside of reserved times.
26. Any keys signed out to rentee MUST NOT be loaned out or duplicated and must be returned by the first working day following the event or put in the drop-off box located to the left of the main doors at The Plex.
27. The Town of Saugeen Shores reserves the right to cancel any booking if it is found that the facility is not in a condition to be used or if it is not being used for the purpose stated in the contract.

Should the Town cancel the booking for cause of any kind the Town will not be responsible for any loss incurred by the Applicant. Any fee paid in advance will be returned.

28. A Smoke-Free By-Law #3938 came into effect in Bruce County on September 3, 2002. This by-law prohibits smoking in public places. There is absolutely NO SMOKING allowed.

29. IN THE EVENT OF A DOUBLE BOOKING, REGULARLY HELD ANNUAL EVENTS TAKE PRIORITY OVER OTHER BOOKED AND CONFIRMED EVENTS. EVERY EFFORT WILL BE MADE ON THE PART OF TOWN OF SAUGEEN SHORES STAFF TO GIVE SUFFICIENT NOTICE OF CANCELLATION AND RELOCATE CANCELLED EVENT TO ANOTHER FACILITY WITHIN THE TOWN OF SAUGEEN SHORES.

30. Please note that the rentee is responsible for providing including pickup and delivery of any extra tables and chairs that are required for each rental event over and above what is available in the facility.

31. If the event is of a teen dance/group nature, you may be requested to have available during the duration of the event at least 1 off duty police officer and other adult security to maintain door and crowd control (amount of security to be determined by Facilities Manager and Programs & Facilities Booking Coordinator). Absolutely no alcohol is allowed on Town of Saugeen Shores premises unless the event is held under a Special Occasion Permit. No intoxicated persons are to be allowed on premises.

32. INSURANCE REQUIREMENTS:

a. Facility Rentals: For facility rentals, it is recommended the organizing group or individuals obtain liability insurance to protect the rentee's own interest against loss arising from the activity or event. The Town's insurance policy will not afford any protection to the organizer(s) and/or user group(s).

33. EMERGENCY PREPAREDNESS:

a. Rentees (the organizing group or individuals) are required to identify an Emergency Response Coordinator (ERC) who will be responsible for ensuring that all attendees are accounted for in the case of an emergency evacuation. Rentees are required to notify the Programs and Facilities Booking Coordinator of the ERC. It is strongly recommended that groups or individuals hosting public or private events at any Town of Saugeen Shores facility include emergency planning as part of their event logistics and operations.

b. In the instance of large publically attended events, the role of the ERC is to ensure that all event personnel, such as volunteers, staff, etc., have exited the facility safely. Event personnel should be briefed prior to the event on what to do in case of emergency.

c. The safe meeting locations for municipal facilities are:

- a) PORT ELGIN COMPLEX - Police Department Parking Lot
- b) SOUTHAMPTON COLISEUM - Southampton Town Hall
- c) SOUTHAMPTON TOWN HALL - Southampton Coliseum

34. IF YOUR EVENT IS COVERED UNDER A SPECIAL OCCASION PERMIT:

a) As per the Town of Saugeen Shores Insurance Requirements Policy, Host Liquor Liability Insurance for a minimum of \$3,000,000.00 must be obtained. THE TOWN OF SAUGEEN SHORES MUST BE NAMED AS ONE OF THE INSURED PARTIES. This can be done through your own insurance agent or

contact P.A.L. Insurance at 1-800-265-8098. A copy of said insurance policy must be submitted to the Department of Community Services prior to your event date.

b) Bar must close at 1:00am. All alcohol must be cleared away no later than 30 minutes following bar closure. Building MUST be vacated by 2:00am.

c) If the booking is under a Special Occasion Permit then the license must be posted in the facility and all terms of the license must be adhered to.

d) You will be responsible for obtaining your own Smart Serve Certified Bartender. The Town of Saugeen Shores recommends two bartenders for every one hundred guests. Copies of certification must be received by the Programs & Facilities Booking Coordinator 14 days prior to event and also will be posted behind the bar during the event.

e) A copy of your liquor license MUST be submitted to the Department of Community Services as soon as possible.

f) If the event is a Stag & Doe event, two paid duty Saugeen Shores Police Services Officers must be hired at your cost for a minimum of four hours to be in attendance at your event. Please contact Sergeant Ken McCulloch at 519-832-9200 to arrange this service. This fee is not included in your rental contract; you will be invoiced separately.

35. You are responsible for purchasing your own bar supplies i.e. pop, ice, cups, juice, etc. It is recommended that all pop supplies be Coca-Cola products. You may contact 1-800-218-COKE (2653). We do not carry table cloths, wine glasses or plastic glasses.

36. Please use unbreakable glasses for serving alcoholic beverages. This will eliminate the possibility of breakage and injury occurring.

37. Confirmed bookings will take priority over those not confirmed.

38. Cancellation of this agreement, once confirmed, will result in loss of deposit paid. Exception: If event/rental is cancelled by the Town of Saugeen Shores Department of Community Services.

39. Any last minute requirements for rental of evening space will not be approved unless 48 hours notice is received by the Department of Community Services staff.

40. Any fee changes or additional costs will be included on final billing(s).

41. Rentee will be responsible financially for any damages incurred to property/equipment/facility and/or any theft thereof to contents of facility including the kitchen/bar area. An Inventory is taken before and after each event. Cost to rentee will be included on final billing(s).

42. SOUTHAMPTON TOWN HALL:

a) If you are booking the Town Hall in Southampton, you are required to pick up and sign out a set of keys on the working day prior. Please contact this office to make the arrangements. Keys must be

returned the first working day following the event date. KEYS ARE NOT TO BE LOANED OUT OR DUPLICATED.

a) Please let this office know if you require the kitchen/bar area. If your booking is from June-September and you require the large stand-up fridge, please notify Derek Wills at (519) 797-3389.

Person signing the Town of Saugeen Shores Contract on behalf of another person, themselves, a group or an organization, will be held liable/responsible for making sure that all of the Town of Saugeen Shores-Department of Community Services Facility Rental-Terms and Conditions are adhered to and followed.

THE SIGNING OF THIS FORM WILL COVER ALL TOWN OF SAUGEEN SHORES FACILITY RENTALS INCLUDING THE SOUTHAMPTON TOWN HALL, SOUTHAMPTON COLISEUM, SOUTHAMPTON ANNEX 1 (CURLING CLUB) AND/OR THE SAUGEEN SHORES COMMUNITY COMPLEX (THE PLEX) AND ANY OTHER FACILITY FALLING UNDER THE AUSPICES OF THE DEPARTMENT OF COMMUNITY SERVICES FROM THIS DAY FORWARD.

I HEREBY RELEASE THE MUNICIPALITY OF SAUGEEN SHORES FROM ALL CLAIMS FOR DAMAGES INCURRED DURING USE OF TOWN OF SAUGEEN SHORES FACILITIES OR ANY PREMISES OWNED/OPERATED BY THE TOWN OF SAUGEEN SHORES.

The above-mentioned Town of Saugeen Shores-Department of Community Services Facility Rental-Terms and Conditions governing the use of the Town of Saugeen Shores facilities have been read/understood and will be adhered to and followed. It is further agreed that the Town of Saugeen Shores will be reimbursed by the Rentee for the cost of repairs to any property/facility/furniture and/or equipment if damaged by our use or by any person(s) associated with the event/function.