



CONTRACT FOR USE OF FACILITIES

Name: _____

Phone Number: _____ Address: _____

Date of Rental: _____ Time of Use: _____

Price List:

<input type="checkbox"/>	Half Day	\$160.00
<input type="checkbox"/>	Full Day	\$200.00
<input type="checkbox"/>	Wedding Including Gazebo	\$350.00
<input type="checkbox"/>	Large Pavilion Only	\$40.00
<input type="checkbox"/>	Use of Kitchen Only	\$50.00
<input type="checkbox"/>	Security Deposit Required	\$

<p>Total: \$ _____</p> <p>Make cheques payable to: Brownsville Community Centre</p>

A hall board member will meet the lessee on-site to open the facility at: _____

Important Information/Instructions:

1. The Hall and Washrooms must be left in a reasonably **clean condition**.
 - a) Clean and wipe all tables.
 - b) Store tables on cart.
 - c) Stack chairs on-top of chair with wheeled bottom and place in storage room.
2. All kitchen facilities shall be left clean and items stored in place. Any broken dishes will result in a replacement fee. *Please let your caterer know that you are held responsible for the condition of the kitchen when the event is over.*
3. No confetti thrown on Community Centre premises – will result in a cleaning fee.
4. **Remove all bagged garbage.** Sort recyclables and place in blue boxes.
5. Clear the hall of items, decorations and guests, and turn the lights off by 2:00 a.m.
6. **Secure all doors** before leaving the Community Centre.
7. Any damages to the Community Centre will result in additional fees.

Other Information to Note:

8. According to the Fire Marshall's Regulations, the exits are to be kept clear during the period of time the building is in use. **Do not block the library door.**
9. If applicable, as required by Southwestern Public Health, ensure a "Special Events Food Vendor" Form and associated approval is received.
10. Arrange the appropriate number of bartenders and pay the negotiated rate amount at the time of the event. **Alcoholic "shooters" or substitutes are not permitted.**
11. Vacate the building immediately should a fire or carbon monoxide alarm be activated.
12. Subletting is not permitted.
13. A Stag and/or Buck and Doe party is not permitted.



BROWNSVILLE COMMUNITY CENTRE
292240 Culloden Line
Brownsville, ON N0L 1C0

PLEASE READ THE FOLLOWING CAREFULLY:

This is a binding contract and your signature constitutes the acceptance of the terms contained herein. I hereby acknowledge:

- a) That I am 18 years of age.
- b) The Township of South-West Oxford shall not be liable for any damages or injury either to persons or property, or loss or theft, sustained by any Lessee, or the Lessees' employees, servants, customers, guests, or any other persons under any circumstances over which the Lessee has no control.
- c) I shall indemnify and save harmless the Township of South-West Oxford from any liability arising from any liability from any breach of the Liquor License Act R.S.O. and the Ontario Regulations made pursuant thereto.
- d) That assessments for any damage or loss shall be the responsibility of the Township.
- e) That I recognize and shall honour regulations 1-13, set forth on page 1 of this contract.

If a security deposit is collected upon the time of the rental, if the condition of the facility is left satisfactory, the deposit will be returned. If not, the deposit or portion thereof, as determined by the board, will be forfeited.

On behalf of the Brownsville Community Centre:

LESSEE:

Name: _____

Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Address: _____

HALL MANAGEMENT/OFFICE USE ONLY

PAID BY: CASH CHEQUE # _____ DEBIT (MUNICIPAL OFFICE ONLY) | DATE: _____

MUNICIPAL FACILITIES ALCOHOL MANAGEMENT POLICY REVIEWED