





THE BEST LITTLE TOWN  
BY A DAM SITE!

FACILITY REQUESTED.....

<input type="checkbox"/>	Auditorium (Hall)	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Licensed	<input type="checkbox"/>	Unlicensed
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**GENERAL INFORMATION**

Applicant's Name.....

Mailing Address.....

City..... Province..... Postal Code.....

Telephone (Home)..... (Business).....

Organization Represented.....

Alternate Representative..... Telephone.....

Purpose of Event.....

<input type="checkbox"/>	Single	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Bi-Monthly	<input type="checkbox"/>	Monthly
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I hereby agree to rent the above-mentioned facility for the following date(s). I agree to not leave the building unattended during the following hours. Further, I have read, understand and agree to the terms and conditions as stated on the reverse.

DAY	DATES	TIME	RATE	COST
				\$
				\$
				\$
				\$
SECURITY DEPOSIT*				\$
TOTAL				\$

\*SECURITY DEPOSIT (if applicable): \$50.00 Unlicensed Event & \$100.00 Licensed Event

\*\*RATES are subject to change at the will of the Municipal Council. Bookings made in advance of a general rate change will be required to pay the new rate.\*\*

Applicant's Signature..... Date.....

Approved By (Municipal Official).....

**IMPORTANT INFORMATION ABOUT YOUR RENTAL:**

Contract must be signed along with the rent and any applicable deposit being paid at least 7 (seven) days prior to the scheduled event.

In the case of cancellation by the lessee, unless at least 7 (seven) days notice of cancellation is given to the named facility supervisor, the lessee will forfeit their rental fee and security deposit.

The original of this agreement must be returned to the Latchford Municipal Office along with your payment.

Please make your cheque payable to "Corporation of the Town of Latchford" and deliver to:  
Town of Latchford  
10 Main St. P.O. Box 10  
Latchford, ON P0J 1N0

**FACILITIES RENTAL TERMS AND CONDITIONS**

1. The municipality reserves the right entirely at its discretion to accept or reject any application for use of this facility.
2. The applicant will be responsible and reimburse the municipality for any missing articles or any damage caused by improper use of the facility due to direct negligence on the part of anyone connected with the rental, or attending the function.
3. The applicant is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found. If there is excess clean up or damage to rooms, the Latchford Recreation Centre will retain a portion or full amount of the damage deposit after assessment by Staff. Also it is expected that:

**GENERAL:**

- Confine all activities to the building.
- Chairs & tables to be wiped off and returned, in an organized manner, to the storage room.
- Ensure all lights are off, windows and doors are shut and locked when event is over.
- During heating season, turn furnace back to 15\_C.
- During cooling season, turn thermostat back to 25\_C.
- Make sure all water taps are closed tightly and toilets not running.
- If renting kitchen facilities, see items below.

**KITCHEN:**

- Ovens and burners turned to OFF position.
  - All dishes washed and counters wiped.
  - All spills to be wiped from refrigerator and make sure ALL food is removed.
  - All spills to be wiped from stoves and ovens.
  - Coffee perks to be emptied and washed.
4. All bookings will be secured contractually. The applicant is personally responsible for payment of the rental fee.
  5. The Town of Latchford Clerk Treasurer/Deputy Clerk Treasurer/Municipal Secretary/Councillors shall settle all disputes and be the final authority and may cancel rentals at any time. In such case advanced notice will be given, if possible.
  6. The full rental fee must be paid prior to the event. If not the booking is canceled.
  7. Liquor may be sold or served ONLY under the authority of a SPECIAL OCCASION PERMIT and only in the areas designated on the permit. Permits may not extend provincial L.C.B.O. regulations.
  8. Persons renting the premises are responsible for obtaining and providing proof of Special Occasion Permit.
  9. The applicant is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor.
  10. All evidence of the service and consumption of liquor shall be removed within 30 minutes after expiry of the permit.
  11. The applicant must supervise the sale and consumption of liquor, and enforce and abide by all regulations concerning the sale and consumption of liquor.
  12. MUSIC must cease at expiry time of permit & building cleared by 2:00 a.m.
  13. Where additional cleaning of the premises is deemed necessary by the municipality, the lessee agrees to pay the cleaning charge as deemed by the municipality.
  14. Everything must be out of the hall immediately following your event unless prior arrangements have been made with the Lessor. Failure to do so may result in being billed for a second booking.
  15. It is the contact person's responsibility to notify his/her group of the above terms.

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF AGREEMENT and LOSS OF ANY SECURITY DEPOSIT PAID.**

**Disclaimer**

**\*\* I [we] agree to indemnify and save harmless The Corporation of the Town of Latchford and Latchford Recreation Centre against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with Latchford Recreation Centre, or while in or about the Latchford Recreation Centre building or premises, or arising from accident or any injury not caused by an act of Latchford Recreation Centre, its agents or employees, to anyone attending the event for which I [we] have rented the Latchford Recreation Centre [and kitchen/grounds] or arising from liens or claims resulting from the performance of this contract. \*\***

Lessee Signature .....Print Name.....

Date.....Witness.....

FACILITY REQUESTED.....

Auditorium (Hall)	Kitchen	Licensed	Unlicensed
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