



**FACILITY BOOKING REQUEST FORM**

<b>Date Required:</b>	<b>Time Required:</b>
<b>Organization:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>Telephone #:</b>
<b>Email:</b>	<b>Fax # or Cell #:</b>
<b>Description of Function:</b>	<b>Special Instructions:</b>
<b>Liquor Permit:</b>	
<b>Bartender's Names:</b>	<b>Monitor's Names:</b>

RENTAL FEES		FOR OFFICE USE ONLY	
<b>Hall:</b>	\$	<b>Total Received:</b>	\$
		<b>Balance Due:</b>	\$
		<b>By Date:</b>	
<b>HST (108131517RT0001)</b>	\$	<b>Cancellation:</b>	\$ 10.00
<b>Security Deposit</b>	\$	<b>Total Returned:</b>	\$
<b>Miscellaneous Fees</b>	\$	<b>Date Returned:</b>	
<b>TOTAL FEES:</b>	\$	<b>Cheque Number:</b>	

**CONTRACTUAL AGREEMENT FOR FACILITY USE:**

Please sign and return your Facility Booking Request Form as soon as possible, enclosing the security deposit or full payment of fees required. This will reserve the facility for the indicated date(s) and time(s) for your use. Full rental fees (including security deposit) are due two (2) weeks prior to your scheduled event. Notice of cancellation of your event must be given in advance (4 weeks notice for weddings, banquets, dances; 48 hours notice for meetings, community programs) to ensure return of deposit. A \$10.00 administration fee will be deducted from all deposits returned due to cancellation.

**As a user of the above facility:**

- I assume responsibility for any loss or damage incurred to the facility, furnishings or grounds on the above date(s) at the indicated time(s). I agree that payment for loss or damage shall be deducted from security deposit fees. Should damages exceed the received deposit, I agree to pay the difference.
- I agree that no alcoholic beverages will be on the premises without a proper permit obtained from the LCBO
- I agree to adhere to the conditions of this Policy and the Liquor Licence Act of Ontario.
- I understand that I can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- I understand that the O.P.P. and a Liquor Licence Board Inspector can lay charges for infractions of the Liquor Licence Act of Ontario, or other relevant legislation.
- I understand that if an infraction of this Policy occurs, the Township of East Garafraxa may warn or suspend my organization from using the facilities for a period of one year.
- I have read the Guidelines and the General Rules and Regulations of this Contractual Agreement (on reverse) and I agree to act according to the guidelines, rules and regulations as set out in the Contractual Agreement for Special Occasion Permit Holders.

\_\_\_\_\_  
**Signature of Township Official**

\_\_\_\_\_  
**Signature of Renter / Applicant**

**TOWNSHIP OF EAST GARAFRAXA - MARSVILLE COMMUNITY HALL**  
**CONTRACTUAL AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDERS**

As the contract person for a Special Occasion Permit, your group can be held liable among other things, for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to help reduce your group's risk of liability, the following guidelines should be adopted.

1. Liability Insurance is mandatory prior to event if you are serving alcoholic beverages. ([www.palcanada.com](http://www.palcanada.com))
2. Your Bartender must have their Smart Serve Certificate and be able to provide the Township with a copy.
3. \*\*If you do not know a licenced Bar Tender ~ a list will be provided for you to chose from\*\*
4. The permit holder will provide the Township with a list of monitors, aged 19 years or over, 2 weeks prior to the event. There will be at least 1 monitor per 100 participants in addition to the door monitors. Monitors will supervise the event and encourage legal and moderate drinking behaviour and ensure any problems that arise are dealt with appropriately.
5. The monitors, servers and bartenders will not consume alcohol during this event, nor will they be under the influence of any alcohol consumed before the event.
6. The entrance must be monitored by one person aged 19 years or over. This allows staff to screen for identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
7. The exit must be monitored by one person aged 19 years or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a taxi paid by either your group or the participants. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
8. In order to reduce the levels of intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages. 25% of the alcohol beverages should consist of low-alcohol options.
9. In order to reduce the risk of intoxication, avoid serving oversize drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
10. If tickets are purchased for alcoholic drinks, a maximum of 4 tickets can be sold to one person at one time, refund unused tickets for cash on demand. To do otherwise encourages increased consumption and intoxication.
11. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your group may be held liable if an accident occurs due to the physical set-up of the facility area.
12. Prevent patrons from engaging in activities that can harm themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
13. Do not contravene the Liquor Licence Act by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.
14. Support serving staff in adhering to the Liquor Licence Act by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. By allowing this discretionary power, staff can defuse potentially troublesome incidents when patrons should not be served any more alcohol.
15. If an alcohol-related violations occurs, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Act is violated at your event, you are at risk of being charged and having liability action launched against you.
16. A copy of this permit must be posted alongside the liquor permit at the event.

**GENERAL RULES & REGULATIONS GOVERNING FACILITY USE**

- ▶ Please arrive and leave from the Hall as indicated on your Facility Use Booking Contract.
- ▶ Place all garbage in the containers provided.
- ▶ There is no kitchen in the facility, cooking in the hall is not permitted.
- ▶ Public are not permitted in the basement of the hall.
- ▶ Remove all items from tables (ie: paper tablecloths) and wipe off all spills on tables and countertops. Return ALL tables and chairs and stack as found Chairs no higher than **4 high** ( DO NOT drag please lift them).
- ▶ If a liquor permit has been obtained, it is the responsibility of the bar tender to make sure that all rules and regulations of the Ontario Liquor Board of Ontario are adhered to.
- ▶ The bar must close no later than 1:00 PM SHARP.
- ▶ All keys should be returned on the NEXT BUSINESS DAY to the Township office desk.
- ▶ No confetti, rice or birdseed allowed on premises.
- ▶ Please remove all decorations, thumb tacks, putty etc. from the walls, ceilings and doors following your event.
- ▶ Wipe up all spills on the floor as soon as possible to prevent accidents, sweep the floor at the end of the evening The entire building has been designated as NON-SMOKING by Order of Council.
- ▶ The client will be responsible for upholding the above rules and seeing that they are STRICTLY ENFORCED during the function.  
Facility security deposits will be returned to users within ten days of a scheduled event, provided that the facility passes inspection or damage and/or loss and/or compliance with the above regulations following the event.
- ▶ Discovered loss and/or damage or failure to comply will result in deduction from the security deposit. Should damage estimates exceed the amount of the deposit, the client will be billed for the difference.  
Recreation Facility does not have back-up power. In the event of a power outage the Township will not be held responsible.