



Rental Agreement

Check Rental Space

Centre Grounds (center area of Museum buildings)	\$200 per day + \$26 ^{HST} = \$226
Half day Welch Room (formerly Common Room) <i>(approx. 50 people, 900 sq. Ft.)</i>	\$50 + \$6.50 ^{HST} = \$56.50
Full day Welch Room (formerly Common Room) <i>(approx. 50 people, 900 sq. Ft.)</i>	\$100 + \$13 ^{HST} = \$113.00
Bethel Church	\$100 per day + \$13 ^{HST} = \$113.00

Regular Hours for the Cultural Centre are 10:00am to 4:00pm

After hours fee for staff	\$25 per hour + \$13 ^{HST} = \$28.25
Half day Rotary Board Room - Library <i>(approx. 12 people)</i>	\$35 + \$4.55 ^{HST} = \$39.55
Full day Rotary Board Room - Library <i>(approx. 12 people)</i>	\$60 + \$7.80 ^{HST} = \$67.80

Note: Rotary Room rental available only during library hours.

Will there be alcohol at your event?

Yes No
(If yes, please refer to #6 in Lessee Responsibilities)

Half Day Rental is 3 Hours

Full Day Rental is 6 Hours

TOTAL RENTAL COST _____

LESSEE RESPONSIBILITIES

The undersigned, in consideration of renting the premises, does hereby acknowledge and agree to the following:

1. That the Lessee shall be the person in charge at all times and shall keep control of the function and adhere to the rules and regulations of the Minden Hills Cultural Centre (MHCC).
2. That the Lessee is responsible for removal of all debris. A surcharge of \$100 will apply if the area is not left in a clean and tidy condition. The use of confetti is prohibited.
3. That the Rental Rates are subject to change on sixty (60) days notice.
4. That if an individual or organization requests to set-up or dismantle for a function during normal "CLOSED" hours, additional fees will be charged.
5. That persons renting the premises must submit their application forms to the MHCC thirty (30) days prior to the function for weddings, social functions and fundraising events and sixty (60) days prior for a community festival. Please note if wishing to rent the gallery space, restrictions may apply and the application form must be in ninety (90) days prior to event.
6. Those wishing to serve alcohol must obtain their own Special Occasion Permit. Should a Special Occasion Permit be obtained, the persons renting the premises are responsible for the following:
 - i) A copy of the permit is to be displayed throughout the function.
 - ii) That all the terms and conditions set forth in the special occasion permit and the licensing regulations of the Alcohol and Gaming Commission of Ontario must be complied with.
 - iii) That with respect to the holding of any event, including without limiting the generality of the above, the undersigned shall obtain, prior to the holding of the event, a certificate of insurance with coverage for the event of not less than two million dollars (\$2,000,000.00), naming the Corporation of the Township of Minden Hills as an additional insured. For any event in which liquor, wine or beer will be available, the holder of the event must obtain and maintain coverage in the amount of five million dollars (\$5,000,000.00) which includes host liquor liability. A copy of same must be submitted to the MHCC one (1) week prior to the function. It is recommended that the undersigned obtain proof of the same coverage and limits from any contractors, vendors or third parties participating or contracted to participate in the event.
 - iv) That all evidence of the service and consumption of alcohol shall be removed from the premises within forty-five (45) minutes after the expiry of the time period as set out in the permit.
7. That the person in charge shall be responsible for the payment in full of any costs which result from any damage done to the premises or equipment during his/her occupancy.
8. That the undersigned does hereby further acknowledge and agree that in consideration of renting the premises, he/she is responsible totally for any liability whatsoever incurred as a direct or indirect result of the holding of the function and the rental of the Minden Hills Cultural Centre; and the undersigned does hereby agree to fully indemnify and save harmless The Corporation of the Township of Minden Hills, its officials, employees, members and agents from all claims and demands, suits or actions or claims for contribution or indemnity as a result of liability arising out of the holding of the said function.
9. That if there is any contravention of the above agreement, the contract becomes null and void immediately.
- 10. That the person booking the rental shall pay a deposit fee of 50% of the rental costs, which is non-refundable with less than thirty (30) days notice of cancellation.**
- 11. The applicant/organization will be responsible for balance of rental fees prior to commencement of event.**
- 12. Applicant must abide by maximum capacity limits as posted.**
13. There is absolutely NO SMOKING in or on Cultural Centre property.
14. That this agreement and responsibilities are binding upon the heirs, executors, administrators, successors and assigns of the undersigned.
15. No changes may be made to the Centre buildings, signage or grounds without the agreement of the Curator.
16. The Centre will not be responsible for the administration of the Special Event.
17. That the person in charge is responsible for ensuring that parties in attendance at the function exit the premises in accordance with the times stipulated on the application.
18. For private run bar events, in addition to requirements as stated above, the following is needed:
 - a. Signed Policy 29 Municipal Alcohol Policy
 - b. Copy of bar servers Smart Serve Certification - A copy must be must displayed at bar by event organizer prior to bringing in or serving alcohol
 - c. Damage / security deposit at rate of \$100.00

Date of Application: _____ Date(s) of Rental: _____

Name of Applicant/Organization: _____

Address: _____

Desc. of Function/Rental: _____

Hours of Function: from _____ to _____ Estimated Attendance _____

Time of Set-up: _____ Expected Completion time including clean up: _____

Request:

chairs – how many _____ video projector podium

tables – how many _____ sound system

Lessee (Person in Charge of Function): _____

Address: _____ Phone: _____

Email: _____

Special Occasion Permit (Liquor Licence) Application: Yes _____ No _____ SOP Number: _____

Insurance for Special Occasion Permit: Company _____

(If yes, please refer to #6 in Lessee Responsibilities)

Permit No. _____ Date of Issue _____

Signature of Lessee (Person in Charge)

Date

PLEASE RETURN THIS FORM

Minden Hills Cultural Centre Box 648, 174-176 Bobcaygeon Rd, Minden, Ontario K0M 2K0

Phone: 705-286-3763

email: gallery@mindenhills.ca

For Office Use Only

Approved by: _____

\$ Deposit of 50%: \$ _____ +HST _____ Date: _____ Credit: _____ Cheque: _____ Debit: _____ Cash: _____

Full Pymt/Balance: \$ _____ +HST _____ Date: _____ Credit: _____ Cheque: _____ Debit: _____ Cash: _____