

MONTAGUE CENTENNIAL HALL

POLICY AND REGULATIONS

POLICY

The Montague Recreation, Parks and Community Centre Committee and the Council of the Corporation of the Township of Montague, recognizes a growing need and the increase in use of the Montague Centennial Community Hall. The Committee and the Council wish to maintain a harmonious relationship with the citizens of the Township of Montague as well as other persons not residing in the Township who wish to use the facility. The Montague Recreation, Parks and Community Centre Committee therefore, encourage the use of the Community Hall by responsible groups, subject to the following conditions:

- a. The Committee maintains the right to cancel any permit and any notice of cancellation will be given as early as possible.
- b. The tenant organization or the individual lessee is responsible for any and all damages to the premises arising out of the use pursuant to a permit thereby granted.
- c. The tenant organization or the individual lessee shall save the Montague Recreation, Parks and Community Centre Committee and the Corporation of the Township of Montague harmless from any and all claims arising out of the use of the Montague Centennial Community Hall

LIABILITY CONCERNS

It is clearly evident that the judicial system believes the license holder has a “duty to control”. Should a person become intoxicated while at a licensed event at Rosedale Hall or be allowed to enter the Hall while in an intoxicated state and then be served, the license holder is responsible for the safety of the patron and anyone he comes in contact with as long as the state of intoxication exists. Should the person injure himself or someone else, the license holder can be held liable. The license holder is the person whose name is on the Special Occasion Permit.

Because of liability concerns, licensed events or otherwise, it is strongly suggested you contact your insurance agent and check to see if your current homeowner’s insurance policy covers your planned event. If you do not have coverage you can discuss obtaining sufficient insurance coverage with your agent. Insurance prices may vary based on number of people attending, how long the event lasts, or if alcohol is being served. Etc.

Having sufficient insurance coverage should give you the peace of mind you need so you are able to enjoy the event as well.

- d. The tenant organization or the individual lessee shall provide satisfactory adult supervision

- of the rented facility during the time of use and co-operate fully with the Management of the Hall and with the Custodian on duty.
- e. The applicant shall file a copy of his lottery permit with the Committee.
 - f. The keys to the facility shall not be allowed out of the possession of properly authorized employees of the Corporation.
 - g. "Sub-letting" of the facility will not be permitted and the use of the name of another organization, in order to secure a more favorable arrangement, will invalidate the rental permit.
 - h. Furniture and equipment will not be rented or lent for use out of the premises or off the lands where the facility is located, unless with the permission of the Committee.
 - i. The Hall shall be closed at 1:30 AM unless special arrangements are made at the time of execution of the Agreement herein.

REGULATIONS

- 1. The application for use shall be made as early as possible but in any event not less than ten days in advance of the date requested.
- 2. The rental fee, where no Special Occasion Permit is involved, shall be paid by way of a deposit of twenty five percent (25%) of the rental fee with the application and the balance of the rental fee to be paid before date of the event. Failure to comply may result in cancellation by the Committee.
- 3. A cancellation made not less than 48 hours in advance of the date and time requested, will entitle the tenant to refund in full unless the Committee has already incurred some expenses relative to the required use. Failure to give such notice may entitle the Committee to retain all or part of the deposit.
- 4. If the facility is used for dancing, the tenant organization or individual lessee shall:
 - a) Ensure that all advertising will clearly and noticeably state the name of the sponsoring organization, in order that the public be fully aware of the organization sponsoring the dance.
 - b) Refuse admission to anyone exhibiting any undesirable behavior.
 - c) Provide on the application the name of a responsible member of the organization who will be the "person in charge" at the dance.
- 5. Parking will be permitted in the designated parking areas only.
- 6. Exits must be kept free and accessible.
- 7. When an admission fee is charged, it is the responsibility of the tenant organization or individual lessees to comply with the regulations of The Retail Sales Tax Act.

8. Yearly permits for regular weekly use may be approved by the Committee.
9. No permit shall be issued to anyone under the age of 19 years, without a sponsoring adult or organization.
10. The piano may not be moved from one area to another without the approval of the Custodian.
11. No storage space shall be granted to outside organizations, except with permission of the Committee.
12. The Committee will not be responsible for personal injury or damage, or for loss or theft of clothing or equipment of the tenant or anyone attending an event of the tenant.
13. Nails, wood, screws or bolts, or any similar fastenings must not be used to affix scenery or decorations to the walls, floors, or ceilings. **No Confetti shall be used within the hall.**
14. There shall be no modification or addition to electrical wiring without written approval of the Committee.
15. The tenant organization or individual lessee which rents the facility shall have the use of the kitchen, including stove, refrigerator, percolators and wall ovens.
16. Those wishing to rent dishes, cutlery and glasses, shall complete the necessary application form. The rental fee shall be \$25.00.
17. The rental fee for the Hall shall be determined from time to time.
18. (A) A rental fee of \$400.00 plus GST is applicable when the lessee takes the proceeds from the bar. A \$100.00 deposit is required at the time of application and the balance must be paid at the end of the event to the bartender. The lessee then takes all proceeds from the bar, as well as remaining liquor and beer and removes from the premises immediately at the end of the event, as per time stated on permit.

(B) A rental fee of \$100.00 plus GST is applicable when the lessee does not take the proceeds from the bar. A \$50.00 deposit is required at the time of application and the balance must be paid at least ten days prior to the date of the event.

(C) The minimum rental for the hall for any one event shall be \$100.00 plus GST.

(D) Council may, upon written request prior to the event, from a Community Based Non-Profit organization review the rental fee and may adjust any of the fees as stated within this policy.

(E) When the hall rental is waived by the Committee a bar fee of \$125.00 will be charged to cover bar supplies. (Ice, glasses, mix and bar tender/s)

(F) Tenants are responsible for obtaining their own Special Occasion Permit from the Liquor Control Board of Ontario.

(G) Tenants are informed that applications for Special Occasion Permits must be submitted to the Liquor Control Board of Ontario, 10 days prior to a reception event held indoors or 30 days prior to all other events. The application fee is non-refundable.

(H) The Township provides a cashier/bartender and all purchases of liquor will take place between the public and the cashier/bartender.

(I) The Committee shall provide the necessary quantities of mix, ice and plastic glasses and bar tenders to operate the bar facilities. The bar tenders will serve only from the supply provided by the tenant.

(J) Lessee to pay an additional \$25.00 per hour when the bar is open for more than five hours.

(K) Rental fee entitles lessee to one opening, one delivery and one closing. Additional janitorial services will be at a cost of \$10.00 per hour.

(L) That an additional charge of \$25.00 be levied to the person renting the hall, for each one half hour an Orchestra or DJ continues playing past the 1:00 AM deadline.

19. The Committee reserves the right to remove or have removed, any person from the Hall who, in the opinion of the Manager of the Hall, as designated, has contravened the policy and regulations herein; any Municipal, Provincial or Federal laws, or exercised such conduct as disturbs the peace or interrupts the enjoyment of the use of the Hall by others.