

# Township of Harley Facility Rental Agreement



## Renter Information

Full Name: \_\_\_\_\_  
First Last

Organization Name  
 (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

## Facility/Payment Information

Community Hall	YES	
Per Day(Mon-Thurs)	<input type="checkbox"/>	\$50.00
Community Hall – Resident		
Per Day (Fri, Sat, Sun, Stats)	<input type="checkbox"/>	\$125.00
Community Hall – Non-Resident		
Per Day (Fri, Sat, Sun, Stat)	<input type="checkbox"/>	\$150.00
Community Hall and Ball Field - Resident	<input type="checkbox"/>	\$175.00
Community Hall and Ball Field – Non-Resident	<input type="checkbox"/>	\$200.00

Reason for Rental: \_\_\_\_\_

Rental Date/s: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

## OFFICE USE ONLY

Event Requires Insurance (Copy provided)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	(Event requires a min. of 2 Million Liability insurance if alcohol is served)
Special Occasion Permit (SOP) Required (Copy provided)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	(Event requires SOP if alcohol is being served)

**Release, Waiver & Indemnity**

*The renter, for itself, its heirs, executors, administrators, successors and assigns hereby releases, waives and forever discharges the Municipality of Harley ("the Municipality") its employees, agents, contractors, consultants, representatives, elected and appointed officials, successors and assigns (all of whom are called ("Indemnities") of and from any and all claims, demands, losses, damages, costs, actions and other proceedings whatsoever, whether in law, statute or equity, in respect of death, injury, loss or damage to the renter or property, howsoever caused, except to the extent caused by or attributable to the negligent or intentional acts of the Municipality or those for whom the Municipality is at law responsible. The renter further agrees to indemnify and save harmless the indemnities from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with the signing of this agreement, except to the extent such liability arises from or is attributable to the negligent or intentional acts of the Municipality Indemnities or those for whom the Municipality is at law responsible. The renter agrees to comply with the rules and regulations outlined below and to ensure compliance by his or her members and participants. By signing this form, I acknowledge that I have read and that I understand this form, and I agree to be bound by its contents. I certify that my answers are true and complete to the best of my knowledge.*

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HARLEY COMMUNITY HALL FACILITY RENTAL RULES/REGULATIONS**  
NOTICE: RENTAL FEES SUBJECT TO CHANGE JANUARY 1<sup>ST</sup> OF EACH YEAR.

Any person(s) or organizations renting the Harley Community Centre and facilities shall agree to the following regulations:

- 1) Hall rental deposit fee must be paid to secure booking date. Balance must be paid in full before the key is picked up. **A RENTAL DAY IS CONSIDERED TO BE FROM 9:00 a.m. TO 2:00 a.m.**
- 2) The hall must be vacated and the door locked no later than 2 a.m. (Except on the first day of a two consecutive day facility rental) and left as follows:
  - The equipment and kitchen must be cleaned and left in the same condition as found.
  - The hall should be left free of loose dirt (glasses, bottles, streamers, etc.) and table tops left clean.
- 3) The Renter shall remove any unused supplies or non-Community Hall equipment no later than 2:00 a.m., Harley Recreation will not be responsible for belongings of the renter.
- 4) The set up of tables/chairs is not included and no tablecloths, coffee pots, utensils, dishes or cutlery are supplied. Tables/Chairs must be returned where found.
- 5) No tape or staples are to be attached to the ceiling or walls, and no confetti is allowed in the hall.
- 6) Replacement costs will be charged to the renter for any breakage, damage, plugged toilets or articles missing from the hall.
- 7) The Renter will be responsible for ensuring that noise from the event/s does not disrupt nearby residential areas. Unbecoming behavior or rowdyism will be allowed at any time in the premises or in the vicinity of the rental facility/s.
- 8) No beer, wine or spirits of any kind are to be served without a PERMIT from the Liquor Licensing Board of Ontario and all regulations governing the Liquor Control Act are to be STRICTLY observed.