



Thank you for choosing the John A. Gillies Recreation Centre for your event.

To ensure that we can enjoy the continued success of this community facility please read and understand this renter's package.

Included you will find:

- 1) Welcome Letter (to keep)
- 2) Guidelines and Standards (to keep)
- 3) Price List (to keep)
- 4) Rental Agreement (to be signed and left with the Township)
- 5) Waiver and Indemnity – Organization Waiver or Individual Waiver, as applicable (to be signed and left with the Township)

We are always pleased to be part of our community's celebrations, special events, social activities and business meetings.

Welcome to the John A. Gillies Recreation Centre!

Sincerely,

McNab/Braeside Township Staff

**GUIDELINES AND STANDARDS:**

**Initials:** \_\_\_\_\_

- 1) The renter must sign the Rental Agreement (pg 6), indicating that s/he has read and understands these guidelines and standards, and that s/he will comply with them.
- 2) The Township requires a \$100.00 down payment of the rental at the time of booking to confirm the rental. **\*\* This deposit is non-refundable, if cancelled 14 days or less prior to the rental date. \*\***
- 3) The signer of the rental agreement will be held responsible for the activities occurring during their Rental Agreement period. This implies that any guests attending the function will be expected to comply with the guidelines for alcohol consumption, as outlined on page 3.
- 4) In the unfortunate event that the renter and/or the guests of the renter have been negligent in adhering to these Alcohol Guidelines, the Township of McNab/Braeside will hold the renter financially responsible for any and all damages to the building, the grounds and the contents of the Community Centre. The Township has the ability to refuse rentals in the future to the renter.
- 5) To support this process of accountability as outlined above, there will be a **\$500.00 damage/security deposit**, payable via cheque to the Township of McNab/Braeside, upon signing the Rental Agreement. When no damages or losses are reported or found, this deposit will be returned in full. There will also be a **deposit of \$40.00 per key** collected for the Key(s) sign out. This is also a fully refundable deposit when the key is returned after your event.
- 6) THIS IS A NON-SMOKING FACILITY
- 7) You must bring all your own consumable supplies (food, coffee, paper plates, cups etc.) The consumables at the community centre are for community centre functions, not private rentals. **NO GREASY FOOD DOWN THE KITCHEN SINKS PLEASE!!** If you rent and use the stove, it is to be left as clean as you found it or your deposit will not be refunded.
- 8) Hall Capacity is 150 for LCBO Licensing and Fire Regulations – not seated. Hall size is approximately 1350 Square Feet.

**CLEAN UP GUIDELINES: (After your event)**

**Initials:** \_\_\_\_\_

- 1) Clean up all tables and place garbage inside dumpster (located outside)
- 2) Please wipe off tables, kitchen appliances and counter tops.
- 3) Remove all your food from the kitchen and fridge.
- 4) Please check bathrooms to ensure they are left in reasonable condition.
- 5) After your event, you must leave the facility and all equipment in the same condition as when you arrived.

**DECORATION GUIDELINES:**

**Initials:** \_\_\_\_\_

- 1) Hall decoration set up is the renter's responsibility.
- 2) Free standing and tabletop displays, and decorations are allowed
- 3) If tape must be used for walls, only green painters tape or masking tape is allowed. Absolutely NO OTHER tape can be used on the walls.
- 4) No pins/tacks on the walls.
- 5) NO RICE OR CONFETTI OF ANY KIND WHATSOEVER IN OR OUTSIDE OF THE BUILDING. This includes colored dots, shiny sprinkles, Happy Birthday, Anniversary, Hearts, Bells, etc, any type of written greetings.
- 6) Please do not block or remove any signs inside or outside the Community Centre.

**ALCOHOL GUIDELINES – if the Bar will be open during your rental: Initials:** \_\_\_\_\_

- 1) The renter must introduce him/herself to the bar volunteer(s) as the person responsible for the Rental Agreement.
- 2) The Bar will be operated exclusively by McNab/Braeside Township's trained volunteers
- 3) NO OTHER BEVERAGES ARE ALLOWED IN THE FACILITY OR ON THE PROPERTY. **All beverages consumed at the event must be purchased from the bar. (With exception to water, tea, coffee and juice boxes).**
- 4) All alcohol must remain inside the building or designated areas.
- 5) If you wish to have **your own wine served**, you must obtain a **Special Occasions Permit (S.O.P.)**, and the wine must be given to the Chair of the Bar Sub-Committee, or the CAO/ Clerk, the day prior to the event. There will be a \$4.00 plus HST corkage fee per bottle. This fee must be paid on the first business day after your event; the bartender will give you a price at the end of the event.
- 6) Our volunteers are obligated to serve alcohol under the Smart Serve Program, and in compliance with the Liquor License Board of Ontario.
- 7) Standard bar hours are from 8:00pm to 1:00am. – Arrangements must be made prior to your event if you need the bar open outside of these hours. Fees may apply.
- 8) If deemed necessary by McNab/Braeside Township, we will hire a licensed security company for this event, **and it will be paid for by the holder of the Rental Agreement.**

**REMEMBER, YOU ARE RESPONSIBLE FOR YOUR GUESTS**

**FACILITY USER LIABILITY INSURANCE PROGRAM**

**Initials:** \_\_\_\_\_

Groups and individuals responsible for a facility rental are required to produce and maintain, throughout the duration of the Rental Agreement, proof of sufficient liability insurance coverage. Depending on the type of activity, sport or event, users will be required to have liability insurance coverage of a minimum liability limit of \$2 million.

The Liability Insurance Program provides the opportunity for individuals or groups renting our facilities to either:

- Provide a certificate of insurance for the event (naming the Township of McNab/Braeside as the insured) that they already have obtained liability insurance that meets the Liability Insurance Program requirements; or
- Be provided with liability insurance under the Facility User Liability Insurance Program (see pricing below)

Number of people attending event	No Alcohol			Alcohol		
	Hourly Rate	1-2 day event	3-5 day event	Hourly Rate	1-2 day event	3-5 day event
1-50	\$3	\$25	\$50	\$12	\$85	\$150
51-100	\$4	\$50	\$85	\$20	\$130	\$260
101-200	\$6	\$75	\$125	\$30	\$200	\$400

**RENTAL PRICE LIST**

<b>Description</b>	<b>Price</b>
Hourly Rate ( up to 2 Hours Maximum)	\$35 per hour plus HST
Half Day Rate (up to 4 hours)	\$100 plus HST
Day Rate (5 or more hours)	\$225 plus HST
Decoration Rental (evening before event after 6 pm)	\$100 plus HST
Kitchen Rental – Half Day	\$25 plus HST
Kitchen Rental – Full Day	\$50 plus HST

Under the liquor license of Ontario, you are obligated to have food available for the duration of the bar's operating hours.

You may hire a caterer or provide pot luck. All community centre items used must be washed and put back. Any items you bring must not be left at the community centre.

Set up and decoration can be arranged on a case by case basis (for weddings, showers etc.) If you wish to set up and decorate the hall the day before your event, you can book the evening prior to your event if available; decoration rental fee will apply.

**PLEASE RESPECT OUR DECORATION GUIDELINES.**

**TOWNSHIP OF MCNAB/BRAESIDE JAG RENTAL AGREEMENT**

<b>RENTERS NAME:</b>		<b>HALL HOURS OF USE:</b>	
<b>MAILING ADDRESS:</b>		_____ TO _____ ENDING BY 5 P.M.	
<b>E-MAIL:</b>		<b>SET UP REQUIRED:</b>	
<b>HOME NO.</b>		<b>EQUIPMENT REQUESTED:</b>	
<b>WORK NO.</b>		_____ TO _____ ENDING BY 1 A.M.	
<b>CELL NO.</b>		<b>DO YOU HAVE A CATERER? YES _____ NO _____</b>	
<b>DATE OF EVENT:</b>		<b>CATERING COMPANY:</b> _____	
<b>TYPE OF EVENT:</b>		<b>BAR REQUIRED YES _____ NO _____</b>	
<b>ATTENDANCE:</b>		<b>BAR HOURS OF USE:</b> _____ TO _____	
<b>WILL YOUR EVENT HAVE MUSIC? YES _____ NO _____</b>		<b>WILL YOUR EVENT INCLUDE DANCING? YES _____ NO _____</b>	

**RENTAL OPTIONS REQUESTED**

<b>Hourly Rate</b> (up to 2 hours maximum)	\$35 per hour	
<b>Half Day Rate</b> ( up to 4 hours)	\$100.00	
<b>Full Day Rate</b> ( 5 or more hours)	\$225.00	
<b>Decoration Rental</b> (evening prior to rental) after 6 pm	\$100.00	
<b>Kitchen Rental – Half Day</b>	\$25.00	
<b>Kitchen Rental – Full Day</b>	\$50.00	
<b>Insurance Liability Coverage</b> (if required)	\$ _____	
<b>SUBTOTAL</b>	<b>SUBTOTAL</b>	
<b>HST 13%</b>	<b>HST</b>	
<b>TOTAL COST</b>	<b>TOTAL COST</b>	
*Event is considered RENTED when a down payment of \$100.00 of the rental fee or full payment is received at time of booking. <b>Deposit is Non-refundable if cancelled 14 days or less prior to event date.</b>		
DEPOSIT RECEIVED (Date: _____)	Payment Amount	
BALANCE OWING	Outstanding	
FINAL PAYMENT (Date: _____)	Final Payment	
<b>Damage/Cleaning Deposit (Refunded upon clear inspection after event.)</b>	<b>\$500.00</b>	
Inspection Completed on: _____ REFUND DAMAGE DEPOSIT? YES OR NO Staff Signature: _____	<b>Cash/Cheque/Debit</b>	
Damage/Cleaning Deposit Returned on (Date: _____) Initials _____		
<b>Key sign out Deposit – Deposit Returned on (Date: _____) Initials _____</b>	<b>\$40.00</b>	

**By signing this Rental Agreement, you have read and understood the Standards & Guidelines herein and agree to be held financially responsible for any loss or damages to the Community Centre, and its property.**

Date: \_\_\_\_\_ Renter's Signature: \_\_\_\_\_

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

**ORGANIZATION RELEASE OF LIABILITY AGREEMENT, WAIVER OF CLAIMS,  
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

**BY AGREEING TO THE TERMS OF THIS DOCUMENT YOU WILL WAIVE  
CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE  
PLEASE READ CAREFULLY!**

Upon signing this document on behalf of your organization (the “**Organization**”), the Organization waives certain legal rights and releases the Township of McNab/Braeside (the “**Township**”) from any and all liability as a result of usage of Township’s John A. Gillies Recreation Centre (the “**Facility**”), howsoever caused.

In consideration of the Township re-opening the Facility and permitting the Organization and the Organization’s members, participants, coaches, athletes, parents, staff or volunteers (the “**Participants**”), as applicable, to use the Facility, or a portion thereof, as permitted during the COVID-19 pandemic emergency, the Organization hereby agrees to the following terms and conditions:

1. The Organization acknowledges and agrees that Participants must not utilize the Facility if they have tested positive for COVID-19, if they are living in a household with others who have tested positive and therefore should be self-isolating, if they have travelled outside of Canada within the past 14 days, if their body temperature is above 38 degrees Celsius/100 degrees Fahrenheit, or if they are exhibiting any signs or symptoms of an infectious disease, including but not limited to, new onset or worsening cough, shortness of breath, difficulty breathing, sore throat, hoarse voice, difficulty swallowing, loss of taste or smell, runny nose/sneezing, nasal congestion, chills, muscle aches, diarrhea, malaise, or headache.
2. The Organization understands and agrees to follow, and the Organization acknowledges that it is responsible to ensure that all its Participants understand and agree to follow, all rules, guideline’s and recommendations posted in signs at the Facility and/or otherwise communicated to the Organization in writing or verbally by the Township or its officers, employees, representatives, agents and/or volunteers (the “**Rules**”). Failure to abide by the Rules will result in the suspension of use of the Facility by the Organization and its Participants.
3. The Organization acknowledges that use of the Facility carries with it risk of exposure to communicable diseases and such risk exists in any public place where people are present. The Organization acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that Participants may be exposed to or infected by COVID-19 by using the Facility, and that such exposure or infection may result in personal illness, injury, permanent disability, or death. The Organization agrees to follow, and ensure that its Participants follow, safety precautions outlined in an official capacity by Canadian health authorities, including Ontario Health, Health Canada and the Renfrew County District Health Unit while using the Facility, particularly but not limited to those involving handwashing, social distancing and wearing a mask.
4. The Organization voluntarily agrees to assume all of the foregoing risks and accepts sole responsibility for any illness or injury, including, but not limited to, personal injury, disability, death, damage, loss, claim, liability, or expense, of any kind (including the

TOWNSHIP OF MCNAB/BRAESIDE JAG RENTAL AGREEMENT

transmission or contraction of COVID-19 or other transmissible diseases), that Participants may experience or incur in connection with their use of the Facility.

5. The Organization hereby releases, covenants not to sue, discharges and agrees to indemnify the Township and its officers, employees, representatives, agents and/or volunteers (the “**Releasees**”) from any and all liability for any loss, damage, claim, action, cost or expense of any kind (including related to COVID-19 or other communicable diseases), that it or its Participants may suffer, as a result of their usage of the Facility, howsoever caused; such causes may include, but are not limited to: duty of care created by the *Occupiers’ Liability Act, RSO 1990, c02*, any other statutory duty of care, any negligence of the Releasees, or breach of contract. For certainty, the Organization agrees that if, despite this Waiver & Indemnity, a Participant, or anyone on a Participant’s behalf, as applicable, makes a claim against any of the Releasees in connection with the Participant’s use of the Facility, the Organization will indemnify each of the Releasees from any loss, damage, claim, action, cost or expense of any kind that the Releasees may incur as the result of such claim.
6. The Organization hereby indemnifies the Releasees against any and all liability for any loss, damage, claim, action, cost or expense of any kind (including related to COVID-19) arising out of or relating to a breach of the Rules described herein by the Organization and/or its Participants.
7. The Organization acknowledges and agrees that the Township may, at its sole discretion, withdraw the Organization’s and its Participants’ access to all or a portion of the Facility as required due to the COVID-19 pandemic emergency or other urgent situations.

I/We have authority to bind the Organization.

Organization’s Name: \_\_\_\_\_

Signing Officer #1

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signing Officer #2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



**INDIVIDUAL RELEASE OF LIABILITY AGREEMENT, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

**BY AGREEING TO THE TERMS OF THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE PLEASE READ CAREFULLY!**

Upon signing this document, you waive certain legal rights and release the Township of McNab/Braeside (the "**Township**") from any and all liability as a result of usage of Township's John A. Gillies Recreation Centre (the "**Facility**"), howsoever caused.

In consideration of the Township re-opening the Facility and permitting the undersigned and the undersigned's family, friends and guests (the "**Guests**"), as applicable, to use the Facility, or a portion thereof, as permitted during the COVID-19 pandemic emergency, the undersigned hereby agrees to the following terms and conditions:

1. The undersigned acknowledges and agrees that they and/or their Guests must not utilize the Facility if they have tested positive for COVID-19, if they are living in a household with others who have tested positive and therefore should be self-isolating, if they have travelled outside of Canada within the past 14 days, if their body temperature is above 38 degrees Celsius/100 degrees Fahrenheit, or if they are exhibiting any signs or symptoms of an infectious disease, including but not limited to, new onset or worsening cough, shortness of breath, difficulty breathing, sore throat, hoarse voice, difficulty swallowing, loss of taste or smell, runny nose/sneezing, nasal congestion, chills, muscle aches, diarrhea, malaise, or headache.
2. The undersigned understands and agrees to follow, and acknowledges that it is responsible to ensure that all its Guests understand and agree to follow, all rules, guideline's and recommendations posted in signs at the Facility and/or otherwise communicated to the undersigned in writing or verbally by the Township or its officers, employees, representatives, agents and/or volunteers (the "**Rules**"). Failure to abide by the Rules will result in the suspension of use of the Facility by the undersigned.
3. The undersigned acknowledges that use of the Facility carries with it risk of exposure to communicable diseases and such risk exists in any public place where people are present. The undersigned acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that they and/or their Guests may be exposed to or infected by COVID-19 by using the Facility, and that such exposure or infection may result in personal illness, injury, permanent disability, or death. The undersigned agrees to follow, and ensure that their Guests follow, safety precautions outlined in an official capacity by Canadian health authorities, including Ontario Health, Health Canada and the Renfrew County District Health Unit while using the Facility, particularly but not limited to those involving handwashing, social distancing and wearing a mask.
4. The undersigned voluntarily agrees to assume all of the foregoing risks and accepts sole responsibility for any illness or injury, including, but not limited to, personal injury, disability, death, damage, loss, claim, liability, or expense, of any kind (including the

transmission or contraction of COVID-19 or other transmissible diseases), that they and/or their Guests may experience or incur in connection with their use of the Facility.

5. The undersigned hereby releases, covenants not to sue, discharges and agrees to indemnify the Township and its officers, employees, representatives, agents and/or volunteers (the “**Releasees**”) from any and all liability for any loss, damage, claim, action, cost or expense of any kind (including related to COVID-19 or other communicable diseases), that they and/or their Guests may suffer, as a result of their usage of the Facility, howsoever caused; such causes may include, but are not limited to: duty of care created by the *Occupiers’ Liability Act, RSO 1990, c02*, any other statutory duty of care, any negligence of the Releasees, or breach of contract. For certainty, the undersigned agrees that if, despite this Waiver & Indemnity, a Guest, or anyone on a Guest’s behalf, as applicable, makes a claim against any of the Releasees in connection with the Guest’s use of the Facility, the undersigned will indemnify each of the Releasees from any loss, damage, claim, action, cost or expense of any kind that the Releasees may incur as the result of such claim.
6. The undersigned hereby indemnifies the Releasees against any and all liability for any loss, damage, claim, action, cost or expense of any kind (including related to COVID-19) arising out of or relating to a breach of the Rules described herein by the undersigned and/or its Guests.
7. The undersigned acknowledges and agrees that the Township may, at its sole discretion, withdraw the undersigned’s access to all or a portion of the Facility as required due to the COVID-19 pandemic emergency or other urgent situations.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_