



**Township of Algonquin Highlands**  
**APPLICATION TO RENT AND RENTAL AGREEMENT**

1051 Main Street, Box 99 • Dorset, ON P0A 1E0 • Tel: (705)766-9968 • Fax: (705) 766-9688

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Onsite Event Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Facility Required:** Dorset Recreation Centre - Main Hall Gym (*capacity 193*)  
 Dorset Recreation Centre - Kitchen  
 Dorset Recreation Centre - Multi-Purpose Room (*capacity 78*)  
 Dorset Recreation Centre - Small Meeting Room (*capacity 56*)  
 Stanhope Firefighters Hall - Main Hall (*capacity 155*)  
 Oxtongue Lake Community Centre (*total capacity 50*)

**Name of Event:** \_\_\_\_\_

**Date Required:** \_\_\_\_\_ **Time Required:** \_\_\_\_\_

**Kitchen Required:** Yes No

**Event Type:** Commercial Non-Commercial Fund Raising

**Special Occasion Permit #** \_\_\_\_\_ **Proof of Insurance Provided:** \_\_\_\_\_  
 (if alcohol is present)

**Caterer Name:** \_\_\_\_\_ **Caterer Phone:** \_\_\_\_\_

**Caterer Address:** \_\_\_\_\_

**Rental Charge** \$ \_\_\_\_\_  
**Facility User Insurance Charge** \$ \_\_\_\_\_  
**HST (13%)** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

In consideration of \_\_\_\_\_ (Lessee) having rented the premises described earlier in this contract, the Lessee agrees to indemnify and save harmless, The Township of Algonquin Highlands, it's staff, officers, or agents, from all manner of actions, causes of actions and demands whatsoever which may at any time be commenced by or on behalf of the lessee named above against any or all of them from or by reason of any matter whatsoever arising from rental of these premises.

I, \_\_\_\_\_, hereby acknowledge having read over the entire preceding paragraph and agree to the rental obligations stated on the reverse of this page.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2019.** **Witness:** \_\_\_\_\_

Office Use Only:  
 Payment Rec'd  Debit  Charge  Cash \_\_\_\_\_ Date: \_\_\_\_\_ DRC Staff: \_\_\_\_\_  
 Insurance Certificate Received:  Yes  No  N/A Date: \_\_\_\_\_ DRC Staff: \_\_\_\_\_

### Township of Algonquin Highlands Rental Agreement

1. It is the responsibility of the lessee to adhere to all Federal, Provincial and Municipal laws, by-laws, regulations and policies.
2. If alcohol is going to be served or used at your event you are required to obtain and provide a Special Occasion Permit from the LCBO prior to hosting your event. The intent to have alcohol must be specified at time of booking.
3. The Lessee agrees not to exceed the approved capacity of the hall as stated on the front of this rental agreement. All municipal facilities are SMOKE FREE facilities and it is the responsibility of the lessee to enforce the no smoking policy.
4. Lessees are responsible for ensuring that all decorations are removed, tables and chairs are wiped and returned to their original place of storage, floors are to be swept and any spills are to be mopped up.
5. No equipment, dishes, furnishings or any other items may be removed from the facility being used.
6. **Kitchen** – Please note that we do not provide dish cloths and tea towels, you will be required to provide your own. It is the responsibility of the lessee to ensure the dishes/cook ware/utensils/coffee urns are cleaned and returned to their original place of storage. Counters and stove tops are wiped, floors are swept and spills are mopped up.
7. The Township of Algonquin Highlands is committed to recycling in order to prolong the life of our landfill sites. Appropriate containers are available and we encourage users to recycle as much waste as possible. Please ensure that all garbage and blue box material is removed from the facility.
8. The lessee must submit their application to rent to the Municipality 2 weeks prior to the function for weddings and social functions, etc. Applications for fundraising events must be submitted 30 days prior to the function and 60 days prior for a community festival / outdoor event. The Lessee must advise the Municipality 2 weeks in advance the name, address and telephone number of the caterer who will be using the kitchen on the date of the event.
9. Candles must be placed in approved glass containers. Beverages must be served in plastic glasses only. When decorating, use only masking tape. Tacks, nails and scotch tape are not permitted
10. The Lessee is responsible for arranging pick-up of the key prior to the function during office hours and to provide the key to caterer if necessary.
11. The Lessee agrees not to remove any flags and / or pictures from the walls of the Hall without prior approval from the Municipality.
12. The lessee is responsible and agrees to pay all damages incurred to the premises and equipment through negligence. Any damage must be reported to the recreation office at 705-489-2379. After hours numbers are indicated below.
13. When leaving the facility it is the responsibility of the Lessee to ensure: a) All doors and windows are locked. b) All lights are off c) Washrooms are checked d) Any utilities i.e., coffee makers have been unplugged e) steam trays and tables emptied, cleaned, turned off and unplugged before leaving f) dishwashers turned off (Dorset & Stanhope) and drained (Stanhope) as to posted instructions.
14. Rental payment is due in full upon booking.
15. **Refunds:** for cancellations made more than 7 days in advance will receive a 60% refund. Cancellations made 7 days or less in advance will receive a 40% refund.
16. The Municipality reserves the right to cancel any function if conditions are not adhered to.
17. The Municipality reserves the right to require police supervision at any event at the expense of the lessee. The lessee will be notified prior to the event if policing is required.
18. The lessee shall be responsible for the conduct and supervision of all persons attending their event and shall see that all regulations contained in this permit are strictly adhered to.
19. Exits must be kept clear of all obstructions.
20. There are to be no modifications or additions to the electrical wiring without the approval of the municipality.
21. Authorized representatives of the Municipality shall have free access to all rooms at all times.

**Emergency Contact for Dorset & Oxtongue: 705-854-0303**

**Emergency Contact for Stanhope: 705-754-5450**