



Come for a visit. Stay for a lifestyle.

THE CORPORATION OF THE MUNICIPALITY OF TRENT HILLS
RENTAL AGREEMENT

The parties to this rental agree as follows:

FACILITY	DATES(S)	TIME(S)	RENTAL RATE
		Capital User Fees (\$6.00/Hour)	
		Deposit	
		HST	
		TOTAL	

PLEASE INDICATE WHICH CATEGORY BEST DESCRIBES YOUR EVENT:

- PRIVATE EVENTS:** (Weddings, Ice, Ball Diamond, Arena Floor, etc.)
 No insurance is required by the Municipality of Trent Hills for private events; however, it is recommended that you consult an insurance broker or solicitor to determine whether obtaining insurance coverage is advisable.

- PUBLIC PARTICIPATION SPECIAL EVENTS:** (Shows, Concerts, etc.)
 All activities organized by any party(s) on municipal property which will be advertised to the general public to which the general public is welcome to attend. (Liability Insurance Required)

- LLBO SPECIAL OCCASION PERMIT EVENTS:**
 All activities organized by any party(s) on municipal property which will involve an LLBO Special Occasions Permit. (Liability Insurance Required)

ROOMS, SPECIAL EQUIPMENT, PRIVILEGES _____

GROUP NAME: _____
PERSON IN CHARGE: _____
ADDRESS: _____
PHONE NO. _____
ALTERNATE IN CHARGE: _____
ADDRESS: _____
PHONE NO. _____

MUNICIPALITY OF TRENT HILLS
USE OF FACILITIES
RULES, REGULATIONS AND TERMS

1. The issuance of a Rental Contract is entirely at the discretion of the Municipality of Trent Hills. Trent Hills reserves the right to cancel any contract temporarily or permanently.
2. The facility(s) named on this contract is to be used on the date(s) and time(s) specified and only for the purpose(s) named. The contract is not valid unless signed by the Applicant and approved by Trent Hills.
3. This contract is non-transferable.
4. **CANCELLATION POLICY - TO CANCEL THIS CONTRACT WRITTEN NOTIFICATION MUST BE RECEIVED BY THE MUNICIPALITY OF TRENT HILLS NO LESS THAN THREE (3) DAYS PRIOR TO THE DATE OF THE EVENT STATED ON THE CONTRACT OR FULL RENTAL PAYMENT REQUIRED (30 DAYS' NOTICE FOR ICE TOURNAMENTS).**
5. The Municipality of Trent Hills will not be responsible for personal injury or for the loss or theft of clothing/equipment of the Applicant/Organization or anyone attending on the invitation of the Applicant/Organization.
6. The maximum attendance at any facility shall be governed by Fire Regulations or Department of Health. All exits must be kept free from obstruction at all times.
7. The Agreement Holder is responsible:
 - (a) To indemnify and save harmless the Municipality of Trent Hills from all claims therefor and upon request will submit to Trent Hills confirmation of liability insurance coverage naming the municipality as an additional insured in a form and amount satisfactory to the municipality;
 - (b) To pay all damages to the facilities and/or furnishings arising from the use of same as granted by this contract;
 - (c) To pay appropriate fees for staff assistance including maintenance, bartenders, etc.;
 - (d) To comply with all Federal Laws, Provincial Laws and Municipal By-laws and resolutions particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages;
 - (e) For the conduct and supervision of all persons admitted to the permitted facilities and shall see that all regulations contained in the contract for the facility(s) indicated are strictly enforced;
 - (f) To ensure that all persons admitted to the function being held have vacated the permitted facilities and that all privately-owned property and personal effects have been removed by the time specified in the contract.
 - (g) To ensure the event sponsor named on the SOP meets with facility staff prior to the event. The event sponsor must be available at all times to enforce the SOP regulations until the event ends. Failure to do so will result in forfeit of the deposit.
8. Admission of animals to the facility is prohibited unless approved by the Municipality of Trent Hills.
9. The person signing the contract must be a person authorized by the organization to do so and such persons, when requested, shall produce for inspection such authorization in writing. The person signing the contract shall, when requested, agree to personally guarantee payment of any rental fees that are due to the municipality.

I DECLARE THAT I HAVE READ, UNDERSTOOD AND SHALL OBSERVE THE RULES AND REGULATIONS STATED ON THIS RENTAL CONTRACT.

Signature of Person In Charge

For the Municipality of Trent Hills

Date

Date Approved