



FACILITIES RENTAL AGREEMENT

MACGREGOR RECREATION CENTRE - 800 LAKESHORE DRIVE

EVENT INFORMATION			
<input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Pavilion	<input type="checkbox"/> Kitchen <input type="checkbox"/> No Kitchen	<input type="checkbox"/> Unlicensed Event <input type="checkbox"/> Licensed Event <input type="checkbox"/> Liability Insurance <input type="checkbox"/> Liquor License	Key # Issued: _____ Return Date: _____ (dd/mm/yy)
Purpose of Event:			
Organization/Name:			
Date:	Start Time:	am/pm	Finish Time:
		am/pm	
GENERAL INFORMATION			
Applicant's Name:			
Phone #:		Email:	
Alternate Contact Name:			
Alternate Contact Phone #:		Email:	
Additional Info:			

MACGREGOR HALL RENTAL RATES			
(Special consideration made for certified not for profit events)			
Small Private Event (Birthday parties, bridal showers, baby showers, etc.)	Up to 4 Hours	\$ 125.00	
	Over 4 Hours	200.00	
Use of Kitchen facilities to any booking is INCLUDED		N/C	
Set up and Take Down of Tables and Chairs		100.00	
Event held on Statutory Holiday		Fee increased by 25%	
Damage Deposit (Will be refunded upon authorized facility inspection)	Unlicensed Event	100.00	
	Licensed Event	300.00	
Pavilion Rental Set up and take down of tables & chairs not available	Up to 4 Hours	80.00	
	Over 4 Hours	160.00	
TOTAL COST OF RENTAL			\$

I have read and understood the Terms and Conditions of the Facility Rental Agreement.

Applicants Signature: _____ Date: _____

Signature of Municipal Employee: _____

****MUST FOLLOW THE MUNICIPAL ALCOHOL POLICY IF ALCOHOL IS BEING SERVED****

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TERMS AND CONDITIONS

ALL BOOKINGS WILL BE SECURED CONTRACTUALLY:

- The applicant is personally responsible for payment of the rental fee.
- The applicant agrees that the Municipality of Shuniah shall not be responsible for any injury to the applicant or any persons using the facility in any circumstance.
- The applicant is responsible for confining all activities to the building.
- The applicant is responsible for ceasing music at expiry time of permit and clearing building by 2:00 a.m.
- The applicant is responsible for returning the premises back to the general conditions of cleanliness and repair to which it was found.
 - ✓ Chairs and tables wiped and returned to storage area.
 - ✓ Windows and doors closed and locked.
 - ✓ Lights and water taps turned off.

Youth Group Equipment is not included in the rental.

Kitchen:

- ✓ Ovens and burners turned off.
- ✓ Dishes, counters and spills wiped.
- ✓ Coffee perks emptied and washed.
- ✓ All food removed from premises.

Pavilion:

- ✓ Floor of pavilion must be swept and all garbage collected.

- **Failure to comply with the above may result in cancellation of agreement and loss of any security deposit paid.**

RENTAL ACCESS:

- The applicant must make arrangements to pick up rental key from the Municipal Office at: 420 Leslie Ave, Thunder Bay, (807-683-4545) during regular office hours on last business day prior to event.
- The applicant is responsible for returning rental key to the Municipal Office maximum 24 hours following the completion of the booked event. (Key can be dropped in mailbox outside, if office closed)

ENTRY ONTO THE PREMISES IS STRICTLY PROHIBITED PRIOR TO, OR ANY TIME AFTER THE DATE AND DURATION OF THE BOOKED EVENT.

LICENSED EVENTS: If alcohol is being served, all Provincial Rules and Regulations including the Municipal Alcohol Policy must be strictly adhered to. **Failure to comply with these rules and regulations will result in a revocation of the rental agreement and /or result in a loss of privileges, deposit, fine and/or legal charges.**

SECURITY DEPOSIT: A \$100.00 cash security deposit (\$300.00 if alcohol is being served) is required to be paid the day prior to the event. The applicant will be responsible and will be required to reimburse the Municipality of Shuniah for any missing articles or any damage caused by improper use of the facility due to direct negligence on the part of anyone connected with the rental or attending the function.

Reimbursement of the deposit will be issued upon completion of an inspection verifying the condition of the facility. All disputes will be settled by the Manager of Operations. The applicant is responsible for the cleanup of the facility. If the facility is not left in a clean condition the security deposit will be forfeited in order to compensate fees for cleaning.