

Contract #: _____

On behalf of the Creemore Station on the Green Board, thank you for your interest in booking the Creemore Station on the Green for your event. The Booking Agent Volunteer can be contacted by email: or phone: info@creemorestation.com or 705-466-2552. All rentals are subject to Hall availability. Full payment is due prior to the beginning of the rental.

Rates and Considerations

Rental rate will be subject to a security deposit. Rental is subject to availability. Full payment is due at the time of booking. The Station is comprised of three possible rental rooms that can be combined into two larger rental rooms or the whole Station floor.

Day	Rate \$
Sunday – Thursday	\$20/hr per room plus HST
Friday – Saturday (up to 8 hours)	\$25/hr per room plus HST
Friday – Saturday (over 8 hours)	\$550 plus HST for whole space
Weekend Rate (Friday evening – Sunday morning)	\$1500 plus HST
Security Deposit	30% of total booking
Additional Fees:	
Stage Set-Up	\$50
Full Kitchen (includes dishes and flatware)	\$150
Partial Kitchen (fridge and space only)	\$35

1. Damage and Repairs: Damage deposits apply to specified events. \$500 is due prior to the rental via a cheque. On inspection, the cheque will be destroyed if no damage is noted.
2. Weekend Rentals: Weekend rentals include Friday from 3:00 p.m. to Sunday at 11:00 a.m.
3. Daily Rentals: Daily rentals are charged per hour and per room rented.
4. Licensed Events: If alcohol is being served at the rental, the Municipal Alcohol Policy must be reviewed, a Special Occasion Permit must be provided and insurance considerations must be reviewed.

Terms

The renter agrees to following the Creemore Station on the Green's terms as outlined below:

1. There will be no open flames in the building.
2. Decorating and removal of such will be the responsibility of the renter.
3. General cleanliness is expected; the considerations are outlined below.

Payment Schedule

To secure a booking, the renter shall pay the security deposit. If payment is not received, the booking agent has the right to offer that date and time to another renter. Bookings are not tentatively held and only final on receipt of payment. The remaining balance is due prior to the beginning of the rental.

Payment of the security deposit shall be made by way of electronic funds transfer (EFT) or cheque at the time of booking. All payments can be sent to: eft-csog@clearview.ca. The account has auto-deposit so there is no need for a security question. Additional information should be provided including *SOTG Rental and the contract number*.

Cancellation Policy

In the event that the renter no longer requires their booking, cancellation by the renter must occur one (1) month prior to the scheduled rental, to receive a full refund. In the event of illness, injury or other events beyond the control of the renter and/or the Creemore Station on the Green Board, notification must be made as soon as possible, and it is up to the discretion of the Hall Board for refund.

Capacity

Floor	Capacity
Entire Floor	225
Half Floor	180

Cleanliness

Renters are responsible for maintaining the cleanliness of the hall during their event. The following should be considered when cleaning up from any event:

- The hall should be in the same condition it was at the beginning of the rental
- Tables and chairs are to be cleaned and stacked in the designated areas
- The floors should be cleaned of any debris and garbage
- Bathrooms should be tidied
- All lights should be turned off
- All windows should be shut and locked
- The kitchen should be clean and in proper order
- All dishes, pots and appliances should be returned to their original location
- All taps should be shut off with no water running

If applicable, the rental will be subject to an inspection from the Creemore Station on the Green Board to assess whether the damage deposit will be returned.

Booking Information

Name (Bill to):	
Group (if applicable):	
Address:	
Telephone Number:	
Email:	
Purpose of Booking:	
Event(s) Date and Time (including set up & clean up):	
Anticipated Attendance:	

Municipal Alcohol Policy:

All renters are required to review and follow the Township of Clearview's Municipal Alcohol Policy (copy attached). The Alcohol Risk Management Policy Agreement must be signed and returned to the Booking Agent to secure the booking.

Alcohol - Special Occasion Permits (SOPs):

The renter is responsible for submitting an application for a special occasion permit from the AGCO if they are having alcohol at their rental event. The renter must read and adhere to the Township's Municipal Alcohol Risk Management Policy and adhere to applicable Federal, Provincial and Municipal legislation and regulations.

It is the responsibility of the renter to pay the applicable fee to the AGCO for their SOP.

SOP has been issued: **Yes** **No**

Date of Issue: _____ **Permit Number:** _____

Liability Insurance

Renters conducting high-risk events or business' renting facilities are required to provide proof of insurance in the amount of \$5 million dollars with the Township of Clearview named as an additional insured. Copy to be attached. A low-risk insurance guide is available on the Discover Clearview website.

Please ensure that the insurer names "The Corporation of the Township of Clearview" as a third-party insured. The name and address to list as third-party insured is:

The Corporation of the Township of Clearview
217 Gideon Street
Stayner, Ontario L0M 1S0
Tel: (705) 428-6230
Fax: (705) 428-0288

Insurance Company: _____ **Policy Number:** _____

Municipally Significant Event

Public licensed events must be designated of municipal significance when applying for the Special Occasion Permit.

Municipally Significant Event: **Yes** **No**

ALCOHOL RISK MANAGEMENT POLICY AGREEMENT

1. I have received and reviewed a copy of the Alcohol Risk Management Policy.
2. I understand that I must adhere to the conditions of the **Alcohol Risk Management Policy** and the *Liquor Licence & Controlled Act* of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Risk Management Policy, the Township of Clearview staff or designates may take the appropriate action. This action will include immediate cancellation of the Rental Contract, stoppage of the event, possible suspension from using Township-owned facilities, and/or the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the **Alcohol Risk Management Policy** and *Liquor Licence & Controlled Act* of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring failing to take action to prevent foreseeable harm.
5. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding its operation.
6. I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress and must not be under the influence of any alcohol consumed before the event.
7. I have attached an authorization Municipal Clearance letter (if required by a Special Occasion Permit).

Renter's Name (Please print)

Permit Holder Name (if different from renter, please print)

Renter's Signature

Signature

Date

Date

Application Checklist

Copies of required documentation must be submitted to the Booking Agent.

General Paperwork (required immediately to confirm booking)

- Completed Application
- Security Deposit (including deposit)
- Damage Deposit (if applicable)

Licensed Event (required two weeks prior to event)

- Special Occasion Permit from AGCO
- List of Smart Serve Bartenders

Bartenders:

- List of Door Monitors

Door Monitors:

- List of Security Officers or Security Company (refer to Municipal Alcohol Policy)

Security:

- Insurance (if necessary)

If you have any questions about what specifications your event may require, please visit discoverclearview.ca/community-events/host-event.

Acknowledgement and Signature

I ACKNOWLEDGE that the information provided in this application is true, complete and correct to the best of my knowledge and is given in good faith.

I ACKNOWLEDGE that I (we) am (are) required to comply with any and all conditions or stipulations that are required by the Township of Clearview and the Creemore Station on the Green Board.

I have read and agree to abide by the Rental Agreement and the Municipal Alcohol Policy (if applicable).

Renter's Signature: _____

Date: _____

Board Use Only

Documentation

Deposit		Received: _____
Full Payment		Received: _____
Special Occasion Permit	Applicable <input type="checkbox"/>	Received: _____
Insurance	Applicable <input type="checkbox"/>	Received: _____
Municipally Significant Event	Applicable <input type="checkbox"/>	Received: _____

Comments:

Notice of Collection

Personal information on this form is collected under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. This information will be used by the Creemore Station on the Green Board and the Township of Clearview for the purposes of administering facility rentals and ensuring compliance with applicable municipal policies.

Questions about the collection, use, or disclosure of this information should be directed to the Clerk's Department, Township of Clearview at 705-428-6230 ext. 223 or clerks@clearview.ca.