

**BRACEBRIDGE ROTARY CENTRE**  
 (Owned and Operated by the Rotary Club of Bracebridge, Ontario Canada Charitable Trust)  
 Box 1140, Bracebridge, Ontario P1L 1V3  
 Phone 705-645-2036 (h) or 705-644-2712 (c)

RENTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

TELEPHONE – Residence: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

FOR RENTAL FACILITY: \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

TIMES: From: \_\_\_\_\_ To: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**RENTAL AGREEMENT**

NOTE: All promotional items of an event in the hall shall only carry the name “BRACEBRIDGE ROTARY CENTRE”. The renter must include a disclaimer on advertisement and tickets that the actions of the renter are not in any way related to the Rotary Centre or the Rotary Club of Bracebridge. In consideration of the rental set out below, the Owner rents to the Renter the facility at the rates as set out. Please read our agreement carefully and fill in the appropriate details. The **ORIGINAL** agreement is to be returned to our office with a deposit cheque of at least 50% of the rental fee and a **damage deposit cheque of \$210** to confirm your booking. The final rental payment shall be made on the night of or the immediate day after each rental date. The damage deposit cheque will not be cashed unless there is major property damage at the site or final rental payment is not received within a week following the use.

Let us know any specific set-up arrangements one week in advance of your function.

If we can be of assistance, please do not hesitate to contact **Mike Galbraith at 705-645-2036(h) or 705-644-2712(c)**

RATES (Effective since January 1, 2018)	
Main Hall	\$
Kitchen	\$
Board Room	\$
Chandelier Rental (\$15 per Event)	\$
Post Message on Sign (\$25 per posting for Non-profit Organizations only)	\$
<b>TOTAL COST</b>	\$
Less Deposit Paid	\$
<b>BALANCE OWING (Due upon entry of Hall)</b>	\$
<b>Separate Damage Deposit</b>	\$210.00
Date:	Receipt Number:

**SEPARATE  
DEPOSIT CHEQUE & DAMAGE CHEQUE  
ARE PAYABLE TO  
ROTARY CLUB OF BRACEBRIDGE**

Unless alternate arrangements are made aside from those specified in this contract, the Owner will invoice the Renter immediately after the rental for all extra charges: e.g. extra cleaning, excessive damage greater than \$210, unpaid rent, supplies used.

THIS AGREEMENT IS SUBJECT TO THE "CONDITIONS OF THE RENTAL" AND THE RENTER ACKNOWLEDGES HAVING READ THE CONDITIONS AND AGREES TO ABIDE BY THEM.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name - Authorized Signature  
**ROTARY CLUB OF BRACEBRIDGE**

\_\_\_\_\_  
Name - Authorized Signature  
**RENTER**

### CONDITIONS OF RENTAL

1. If the Renter cancels the event anytime before 14 days prior to the date of the event, only the Deposit is forfeited. If the Renter cancels the event and the rental time within 14 days (including the day of the event), the entire rental is due and payable unless the Owner can re-rent the facility. Any amount of replacement rent which is collected will be deducted from the amount due over and above the forfeited deposit. The damage deposit will be refunded.
2. Rental time of the auditorium should include hall set-up, decorating, kitchen use and kitchen clean-up.
3. **CONFETTI IS NOT PERMITTED ON THE GROUNDS**, particularly the front entrance or in the building. A clean-up charge of \$100.00 will be levied if confetti is used.
4. No equipment owned by the Owner (cutlery, dishes, utensils, bar etc.) will be removed from the premise
5. The Owner agrees to provide the facility in a clean condition ready for the designated event. The Owner will be responsible for general clean-up after the event. Without limiting the generality of this requirement, the Owner will attend to the cleaning of the washrooms, floor sweeping etc. The Renter agrees to be responsible for any unusual mess that occurs during the rental period. The Owner agrees to attend to such situation immediately upon its occurrence or forthwith after the rental period. The Renter agrees to pay for any extraordinary caretaking and damage charges that are incurred by the Owner resulting from the event. Kitchen utensils must be cleaned and returned to their proper places and all fixed equipment including appliances, shelving, cupboards, etc. must be cleaned, failing which a charge will be levied from the damage deposit. All damages will also be levied from the damage deposit. Should the damages or cleanup costs exceed the damage deposit, an invoice for additional costs will be sent to the renter.
6. All persons must leave the building and remove all personal property one half hour after the liquor permit or pre-booked time expires.
7. The following time schedule shall be used for closing (LLBO regulations)
  - 1:00 a.m. Closing of Bar and **MUSIC OFF**
  - 1:30 a.m. Clearing of All Guests
  - 2:00 a.m. Property Removed and All Out

For any additional time, a charge of \$1.00/minute will be charged.

8. **A SPECIAL OCCASION PERMIT** must be obtained if it is planned to serve liquor, beer or wine at any event held in a public hall. Application forms are available from the local LCBO outlet.  
NOTE: (A) - YOU MUST COMPLY with the maximum capacity limit on your LCBO Special Occasion Permit  
NOTE: (B) - YOU MUST NOT PERMIT minors to enter a public licensed function unless allowed to do so as noted on the LCBO permit.  
NOTE: (C) - Rules and regulations of the LCBO must be adhered to.  
**This in no way implies the Rotary Club of Bracebridge is responsible for liability resulting from the use or exercising of these permits. It is strongly suggested that the renter obtain applicable insurance for their event or function.**
9. It is the responsibility of the RENTER to ensure that all activities during the rental period comply with Federal, Provincial, District and Municipal laws and regulations.
10. **Auditorium doors must be kept shut after 11:00 p.m.** or the Renter will be responsible for local noise bylaw fines.

## CONDITIONS

### RESPONSIBILITY OF THE RENTER

1. The Owner will not be responsible for personal or third-party injury, dismemberment or death or to damage or for the loss or theft of clothing, equipment or vehicle, of anyone attending on the invitation of the Renter, and this disclaimer also applies to the use of parking lots and the inside and outside of the building. The Renter agrees to indemnify and save harmless the Owner from any action or claim being brought against it as a result of the use of the facilities by the Renter. The Owner's Insurance coverage DOES NOT cover a Renter of the facilities against any negligence. Special Events insurance coverage is highly recommended.
2. Any damage to the building and/or its equipment must be repaired or replaced at the Renter's expense. Facilities used by the Renter will be examined after use and the Renter agrees to make good promptly any loss or damage.
3. The Renter shall be responsible for the conduct and supervision of all persons admitted to the buildings and grounds on the invitation of the Renter. Unseemly conduct will result in immediate cancellation of any application.
4. Renter will be responsible for notifying local transportation authorities, the Police and Fire Department if appropriate.

### USE OF FACILITIES

1. The use of premises, facilities or equipment is restricted to those agreed upon by this contract.
2. Exits must be kept free from all obstructions.
3. The use of the facilities shall in no way interfere with the activities of the Owner and all scenery, props, etc., used in connection with any performance will be erected immediately prior to such performances and dismantled and removed from the premises following the performance. Under no circumstances shall scenery or other property be stored in the premises beyond the period of time covered by the agreement.
4. Nails, wood, screws, bolts or similar fastenings must not be used to affix scenery or decoration to the walls, floors or ceiling and only flame-proof materials must be used for such decorations. The stage floors shall not be treated with any solid or liquid materials by the renter.
5. There are to be no modifications to electrical wiring without written approval of the Owner.
6. The number attending an activity must not exceed the **maximum occupancy for the space is 200 people standing and 150 seated**.
7. The Renter agrees that any item which is not included in the agreement shall be in the sole discretion of the Owner.
8. **NOTE:** All events promotion shall only carry the name "BRACEBRIDGE ROTARY CENTRE". The renter must include a disclaimer on all advertisement and tickets that the actions or programs of the renter are not in any way related to the Rotary Centre or the Rotary Club of Bracebridge.

### SCHEDULE OF RENTAL COSTS

The Owner has designated three groups of renters:

- Group A:** Designated youth groups for which no charge shall be levied. Without restricting the generality of the foregoing, these include Scouts and Guides and their related groups. The Owner reserves the right to add any other user groups of this nature to Group A. However, a cleaning fee of \$60.00 will be levied against all youth group users when the youth group uses the facility for special events such as fundraising events, dinner events, and events involving people other than the immediate youth group members and where a large number of people will be congregated in the hall for more than 1/2 hour.
- Group B:** Regular, social and commercial renters. The schedule of rental costs will apply.
- Group C:** Special extended contracts. The Owner shall negotiate specific rates for the members of this group.

### RATES

**Group A:** \$60.00 caretaking fee is required.

- Group B:**
- Hall -- subject to the following:
    - Friday and Saturday 9:00 a.m. to 1:00 a.m. - \$420.00
    - Sunday to Thursday weekdays or evenings - 8-hour maximum - \$200.00
  - Kitchen with Appliances, China and Utensils - In conjunction with **ANY** other rental - \$110.00
  - Board Room - \$27.50 per hour with 2-hour minimum - \$55.00
  - Chandelier Rental - \$15 per event
  - Message on Sign Rental (non-profit organizations only) - \$25 per posting
  - Last minute setup or clean up rental (if, 5 days before an event, no one has booked the hall the night before or the morning after a pre-rented event, the hall can be rented for an additional cost) - \$55.00 per night before or the morning after

## **Rotary Centre for Youth Hall Rental Information**

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1. The hall comfortably seats 150 people for a dinner with a dance floor.
2. Tables are round, 5' diameter and seat 8.
3. Table coverings are not included in hall rental.
4. Candles on tables are to have a glass globe covering the flame (for fire insurance reasons).
5. Wine glasses are provided at the hall with your kitchen rental.
6. Renters providing a bar must obtain a liquor permit, supply your own ice, mix, plastic drink glasses.
7. There is no liquor dispenser available but shot glasses and cork screws are supplied.
8. There is a freezer and refrigerator available for ice, beer, trays of food etc.
9. Ceilings are 11' high and a ladder is available for decorating.
10. There is a microphone and podium available at the hall.
11. There is a retractable projection screen and ceiling mounted projector available and the hall has wireless internet connection.
12. List of caterers authorized to use the hall are (705 area code):
 

Fresh Kutz Catering (Clarence Boyes)	- 646-2106	<a href="mailto:freshkutz@hotmail.com">freshkutz@hotmail.com</a>
Mike's Catering (Mike Galbraith)	- 645-2036	<a href="mailto:mikescatering@bellnet.ca">mikescatering@bellnet.ca</a>
Morandin's Fine Foods (Sandra Morandin)	- 764-8065	<a href="mailto:info@morandincatering.com">info@morandincatering.com</a>
One Fifty-Five Catering (Michael Rickard)	- 645-1935	<a href="mailto:onefiftyfive@vianet.ca">onefiftyfive@vianet.ca</a>
Riverwalk Restaurant & Catering (David Friesen)	- 646-0711	<a href="mailto:club1@muskoka.com">club1@muskoka.com</a>
13. Renters wishing another caterer not listed must hire a kitchen attendant at \$13.00/hour.

Rotary Centre for Youth—MAIN HALL

5

47.5'

Wellington Street Side

21.2'

Screen & projector  
switches and outlet

Partition

20.5'

Outside exit

Outside exit

Parking Lot Side

Ceiling mounted screen  
and electronic projector

46.2'

N

To Storage Area

Exit to Lobby

Bar Window

Kitchen