



# MUNICIPALITY OF MAGNETAWAN RENTAL AGREEMENT (PERMIT)

Magnetawan Community Centre, Ahmic Harbour Community Centre & Lion's Pavilion (705) 387-3947  
4304 HWY 520 Magnetawan, ON P0A 1P0 [info@magnetawan.com](mailto:info@magnetawan.com)  
*DURING EVENT - IN CASE OF EMERGENCY CALL 911, Non-emergency please contact (705) 783-9890*

Name of Organization (Permit Holder) : \_\_\_\_\_ Booking Contact: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Email: \_\_\_\_\_ Ratepayer: YES / NO

Description of Event: \_\_\_\_\_ Community Fundraising Event:  YES  NO

Date(s) Required: \_\_\_\_\_ Recurring Event  YES  NO

Time: FROM: \_\_\_\_\_  AM  PM TO: \_\_\_\_\_  AM  PM (Includes Set up and Clean Up)

- Accommodations Required:  MAGNETAWAN  COFFEE & TEA  KITCHEN  BAR  
 AHMIC  COFFEE & TEA  
 LION'S PAVILION  
 CENTENNIAL PARK GAZEBO

Set-Up Required:  NO  YES **PLEASE ATTACH SET UP DIAGRAM** Expected Attendance: \_\_\_\_\_

Equipment Required:  TABLES  CHAIRS  DISHES  TABLECLOTHS  SOUND EQUIP.  OTHER: \_\_\_\_\_

Event to be Posted on Events Calendar:  YES  NO Outdoor Sign Msg: \_\_\_\_\_

Low Risk Insurance Coverage \$50 (Not available for all events, please inquire with Municipality before booking)  YES  NO

A damage deposit is required, in addition to the fees above, and may or may not be refunded at the discretion of the Municipality. An additional \$50 per half hour may be charged if the premises are used outside of the times stipulated above. Payment to the Municipality of Magnetawan shall be made upon booking and completion of the Rental Agreement. Payment can be made by cheque, money order or cash and must include the damage deposit cheque. Cancellation must be made at least four (4) months prior to the event in order to receive a full refund.

I the undersigned am the authorized agent for the applicant. I do hereby request the use of the named facilities, at the dates and times shown. My signature certifies that I have read and understand the regulations outlined above attached to this application form, and agree to abide by these regulations. Failure to comply may result in the current and/or future Rental Agreement(s) being revoked.

Name of Applicant: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Required Documents:  Copy of Liability Insurance (if not purchased through the Municipality)  Liquor License

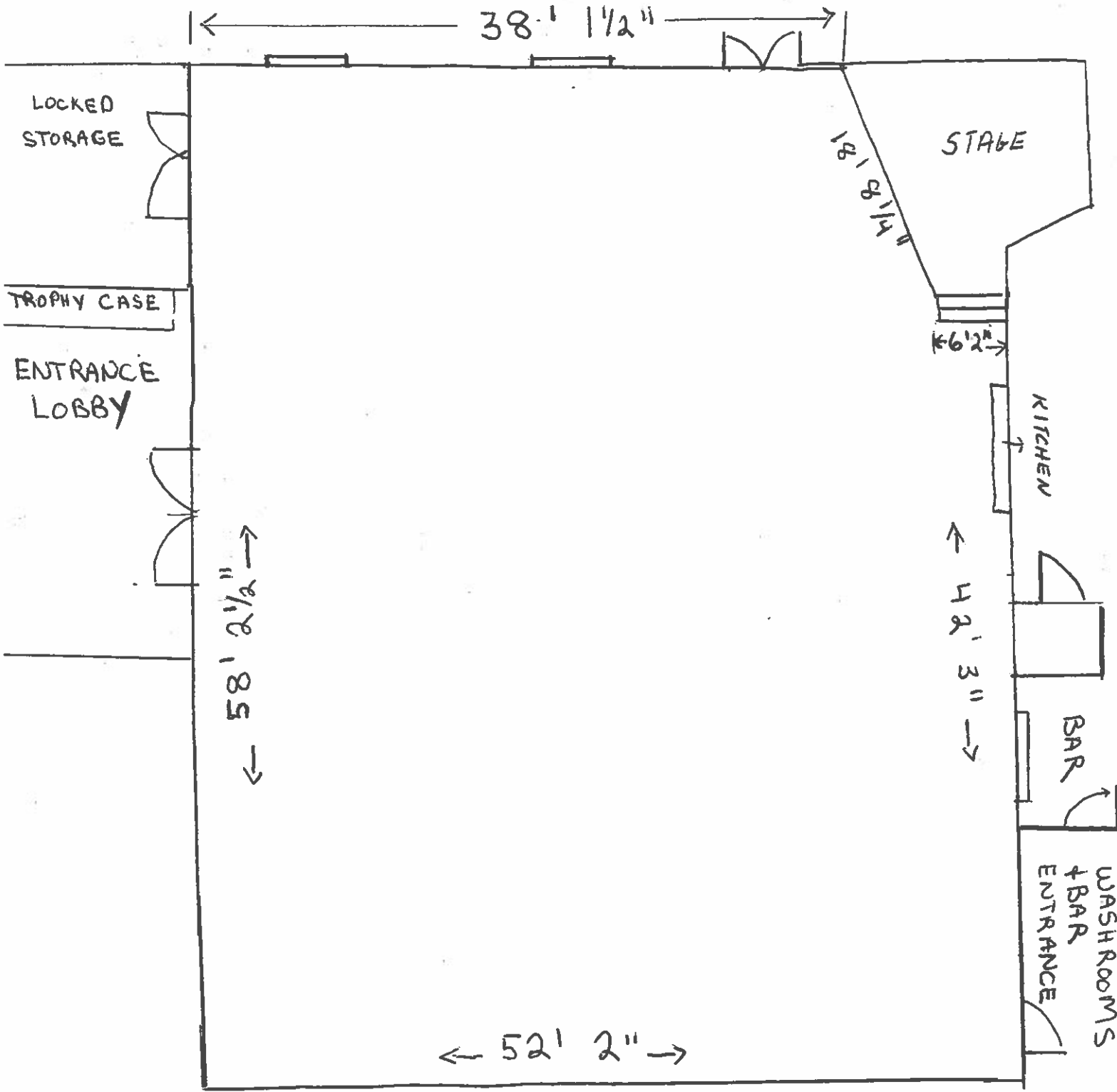
Rental Fee: \$ \_\_\_\_\_ Add-Ons: \$ \_\_\_\_\_ Insurance: \$ \_\_\_\_\_ HST: \$ \_\_\_\_\_  
Deposit \$ 250 TOTAL: \$ \_\_\_\_\_

It is the responsibility of the Permit Holder that all persons at the event are abiding by all Municipal By-laws as well as Provincial & Federal Laws. Future rentals WILL NOT BE PERMITTED if persons do not abide by these regulations.

*Thank you for your rental! Enjoy your event!*

## **REGULATIONS APPLYING TO RENTAL AGREEMENT (PERMIT)**

1. The Permit Holder shall be responsible for the conduct and the supervision of all persons admitted to the Municipality Facility and shall ensure that all regulations contained in this Permit are strictly observed.
2. Any Municipal By-Law Infractions will be charged to the applicant and/or any person(s) responsible for the infraction.
3. All exits must be kept free from obstruction in case of fire.
4. No equipment, furnishings, dishes, etc., may be used except as outlined in the Permit, or arranged through an agreement with the Municipality additional fees will apply.
5. No storage space is granted to outside organizations, except with express written permission from the Municipality.
6. Tap dancing will not be permitted directly on tiled floors.
7. Activities must be confined to the facilities, times, and dates stated on the Permit. Permits are not transferable.
8. No equipment, scenery, or decorations shall be fixed to walls, floors, or ceilings without the approval of the Municipality. Temporary flame-retardant decorations may be suspended from the ceiling using hooks or clips on the T bars.
9. When liquor is to be served a Special Occasion Permit must be obtained from the Alcohol and Gaming Commission of Ontario and posted on the bar room bulletin board. The Permit Holder is responsible for meeting the regulations stipulated on the back of the special occasion permit application form. The bar must be opened and closed according to the times stated on the Permit. All alcohol beverages must be removed from the hall at the end of the event.
10. Smoking, cannabis use and/or vaping is not permitted on any municipal property unless designated otherwise. Designated municipal smoking areas are on Highway 520, Biddy Street and the gravel parking lot beside the Library.
11. No open flames, excluding kitchen appliances.
12. Deposits shall be returned to the Permit Holder upon inspection of the Facility and determination to the satisfaction of Municipality staff that the Facility has been left in a clean, orderly, and undamaged state.
13. The Permit Holder shall, in no manner, pledge the credit of the Municipality and shall protect, indemnify, and save harmless the Municipality, its employees or agents of, or from claims, that may arise out of the use of buildings by the Permit Holder. The Permit Holder is required to protect the Municipality, its employees or agents against damage, infringement of royalty rights, ASCAP, EMI, CAPAC, or any other performing society charges, slander, sedition and subversion which may occur as a result of public performances or speeches.
14. The Permit Holder shall agree that the Permit may be revoked or cancelled by the Municipality or its designate at any time, with or without cause, and that in the event of such cancellation there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred by the Permit Holder.
15. Special events, including fundraising events that involve the sale of food, must comply with the *Food Premise Regulation*. It is the responsibility of the applicant to contact the North Bay Parry Sound District Health Unit at (705) 746-5801 regarding rules and regulations for food handling.
16. Permit Holders granted a recurring time slot shall maintain their payments for the duration of the rental period. Failure to maintain payments will result in the cancellation of all unpaid dates and times.
17. The Permit Holder understands the health and safety legislation and regulations related to the activities being held as indicated on the Permit and will ensure that these activities and the participants in them will comply with the requirements of the legislation and regulations.
18. The Permit Holder shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such person or organizations.
19. The Permit Holder must pay for all damage to facilities or furnishings, however caused, arising out of or during the use of the facilities under the Permit. Future Permit requests will not be considered for any group that has an outstanding account with the Municipality in this regard.
20. Maximum attendance shall be governed by the applicable fire regulations.
21. Games of chances, lotteries or gambling in any form must have a Lottery Permit obtained from the Municipality.
22. The Municipality's facilities are intended for the use and enjoyment of all residents. The misuse of drugs, alcohol and violent behaviour will not be tolerated in the facilities. The Municipality reserves the right to evict any individual who is seen as not acting in the best interest of the program or activity or who display inappropriate behaviour.



ROUND TABLES  
 6 OR 8 PER TABLE