



BROWNSVILLE COMMUNITY CENTRE  
 292240 Culloden Line  
 Brownsville, ON N0L 1C0

**CONTRACT FOR USE OF FACILITIES**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

TIME OF USE: \_\_\_\_\_

- Hall Hours: From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_  
 Open at: \_\_\_\_\_
  - Bar (alcohol being served) Hours: From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_  
 Approximate number of people: \_\_\_\_\_  
 Municipal Facilities Alcohol Management Policy Reviewed
  - Kitchen (with dishes) \$ \_\_\_\_\_
  - Kitchen (without dishes) \$ \_\_\_\_\_  
 Caterer: \_\_\_\_\_
  - Indoor Public Address (PA) System \$ \_\_\_\_\_
  - Park \$ \_\_\_\_\_
  - Security Deposit Required \$ \_\_\_\_\_  
 Date Paid (separate Cheque): \_\_\_\_\_  
 Approximate number of people: \_\_\_\_\_  
 Municipal Facilities Alcohol Management Policy Reviewed
- Total: \$ \_\_\_\_\_**

PLEASE MAKE ALL CHEQUES PAYABLE TO: **BROWNSVILLE COMMUNITY CENTRE**

The security for leasing the facilities is to ensure the provisions of items 1-14 below are adhered to. If the condition of the facility is satisfactory upon the completion of the event, the security deposit will be returned. If not, the security, of a portion thereof, as determined by the board, will be forfeited.

PLEASE READ THE FOLLOWING CAREFULLY:

This is a binding contract and your signature constitutes the acceptance of the terms contained herein.

I hereby acknowledge:

- a) That I am 18 years of age.
- b) The Lessor shall not be liable for any damages or injury either to persons or property, or loss or theft, sustained by any Lessee, or the Lessees' employees, servants, customers, guests, or any other persons under any circumstances over which the Lessee has no control.
- c) The Lessee shall indemnify and save harmless the Lessor from any liability arising from any liability from any breach of the Liquor License Act R.S.O. and the Ontario Regulations made pursuant thereto (see enclosed Municipal Facilities Alcohol Management Policy).
- d) That the assessments for any damage or loss shall be the responsibility of the Community Centre Management and/or Designates.
- e) That I recognize and shall honour the following regulations set forth on the following page:



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1. According to the Fire Marshall's Regulations, the exits are to be kept clear during the period of time the building is in use. **DO NOT BLOCK THE LIBRARY DOOR.**
2. The Lessee agrees to complete a "Special Events Food Vendor" Form and obtain Board of Health's approval (if applicable).
3. The appropriate number of bartenders as per the Municipal Facilities Alcohol Management Policy shall be arranged by the Lessee. Payment shall be that amount as negotiated with the bartenders and shall be directly be paid at the time of event. **ALL ALCOHOLIC "SHOOTERS" OR SUBSTITUTES ARE NOT PERMITTED.**
4. The building is to be vacated immediately should an alarm relating to fire or carbon monoxide detectors be activated.
5. The Lessee shall not sublet to anyone.
6. The Lessee agrees **NOT to hold a Stag Party or Buck & Doe.**
7. The Hall must be left in a reasonably clean condition. Tables shall be cleaned and wiped. Tables stored on cart, and chairs stacked.
8. All kitchen facilities etc., shall be left clean and stored in place. Please let your caterer know that you are held responsible for the condition of the kitchen when the event is over.
9. No confetti thrown on Community Centre premises. If there is confetti on the premises, it will result in an extra charge for cleaning. No garbage left outside the hall, in washrooms, or around the building.
10. All items pertaining to the function must be removed from the hall immediately following the function.
11. Closing time is 1:00 A.M.
12. The Lessee agrees to have the Hall cleared of guests by 1:45 A.M. All lights must be turned off by 2:00 A.M. All doors secured before leaving the Centre.
13. There will be no long-distance calls.
14. The Lessee agrees that he/she will pay for any damages.

*\*NOTE – tea towels, tablecloths, and wine glasses are not supplied by the Lessor. Remove all bagged garbage; recyclables put in blue boxes\**

**On behalf of the Brownsville Community Centre:**

**LESSEE(S):**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**HALL MANAGEMENT/OFFICE USE ONLY**

PAID BY:  CASH     CHEQUE # \_\_\_\_\_     DEBIT (MUNICIPAL OFFICE ONLY)