



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE
RENTAL AGREEMENT

The Corporation of the Municipality of Red Lake, in the best interest of the community, reserves the right to refuse the rental for any individual or organization and the right to cancel the Rental Agreement at any time.

Applicant: _____

Organization: _____

Address: _____

Phone Number: _____

Dates Requested: _____

_____ Start Time _____ No. of Attendees _____

Details of Event/Function: _____

Area/Building(s) Required	✓	No. of Hours	Total
<i>Cochenour Arena</i> - Social Function no bar* - Social Function with bar* - Additional Hours - 3 Days with or no bar			
<i>Cochenour/RL Ball Diamonds</i> - Children's League (season) - Adult's League (season) - Rental (no lights) - Rental (lights) - Other			
<i>Cochenour Hall Kitchen</i> - Use of equipment (no cooking) - Non-catering (hall not required)*			

<ul style="list-style-type: none"> - Hourly Rate - Catering <ul style="list-style-type: none"> - 0 - 50 people - 51 - 100 people - 101 - 150 people - 151 - 204 people 			
<p><i>Cochenour Social Hall</i></p> <ul style="list-style-type: none"> - Non-profit with bar - Non-profit w/o bar - Meetings/Birthday Parties/Clubs/Organizations 			
<p><i>Council Chambers</i></p> <p>During regular hours of operation. Coffee not available</p>			
<p><i>Conference Room</i></p> <p>During regular hours of operation. Coffee not available</p>			
<p><i>RL Community Centre Lobby</i></p>			

*Up to 8 hours of use



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Area/Building(s) Required	✓	No. of Hours	Total
<i>Market Pavilion</i> - Half Day (up to 4 hours) - Full Day (over 4 hours)			

Items	✓	Quantity	-
<i>Chairs</i>			
<i>Tables</i>			

-

-

The Renter agrees to pay the full cost of the following:

Total of Facility Rental(s): _____

Total of Item(s) _____

HST _____

Extra Hours, Wages etc. _____

Sub-Total _____

Less Damage Deposit (if applied) _____

Total Estimated Amount to be Billed _____

Adjustments (Details if Required)	_____
Total Amount to be Billed	

I hereby understand all the Rules, Regulations and Renters Responsibilities and agree to pay the full amount of the Rental Agreement:

Signature: _____ Date: _____

I hereby approve this permit on behalf of the Corporation of the Municipality of Red Lake:

Signature: _____ Date: _____
(Signature of Authorized Official)



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RULES, REGULATIONS AN RENTERS RESPONSIBILITIES

1. All exits must be free from obstruction
2. Rates and regulations are subject to change without prior notice.
3. Renters are responsible to:
 - (a) Obtain a Special Occasions' Permit. If required, obtain application from LCBO, prepare and pay permit fee(s), prepare rental agreement, prepare Municipal Alcohol policy, return to Municipal Office and await approval. Rules of the permit and Municipal Alcohol policy are to be followed. Copy of the permit(s) must be provided to the Recreation Supervisor a minimum of 10 days prior to the event.
 - (b) The Applicant must provide proof of a Third Party Liability policy with a liability limit of not less than \$2,000,000 per occurrence when serving alcohol. The policy shall name the Corporation of the Municipality of Red Lake as an additional insured. Coverage shall include, but not be limited to, bodily injury, property damage, cross liability and contractual liability. A Certificate of Insurance shall be posted with the Recreation Supervisor 10 days prior to the beginning of the rental period.
 - (c) As a part of the consideration for the municipality renting the above facility to me/us, I, on behalf of myself the renting organization and its members agree to release and discharge, and to indemnify and save harmless, the municipality from and against all claims and proceedings, by whomsoever made or brought, in respect of any costs, losses, damages, injury or expenses arising by reason of my/our use of the rented facilities.
 - (d) It is the renter's responsibility to leave the facility the way they found it. The facility must be cleaned after any rentals and any objects moved must be returned to its original place.
 - (e) Ensure occupancy capacities are followed as approved:
 1. Cochenour Arena Foyer: 155;
 2. Arena Ice Surface: 845;
 3. Cochenour Community Hall: 204;
 4. Red Lake Community Centre Lobby: 180; and
 5. Red Lake Community Centre Squash Court Viewing Area: 65It is the responsibility of the renter to limit occupancy to these prescribed capacities since excess of these amounts is considered dangerous and unlawful.

(f) Ensure that all lights and electrical appliances are turned off and all exits secured before leaving the premises. **Smoking is not permitted in any Municipal facility.** This includes all types, up to and including e-cigarettes and vaporizers.

(g) Ensure wall decorations are only put up with tape approved by the Recreation Supervisor or Hall Manager. **Staples, nails, tacks, pins or glue are absolutely not permitted.**

(h) Set up the function and clean up after the event. The renter may enter the facility for preparation one day prior to the requested date, provided the facility has not otherwise been booked. The renter further understands the day prior to the requested event date(s) may be available for rental.

(i) Collect drinking cups/glasses, clean grounds/facilities, following the event and agrees to reimburse the Corporation of the Municipality of Red Lake for any costs incurred as a result of damages and or losses. For outdoor events, the renter must make necessary arrangements with the local refuse collection services to remove any additional refuse.

(j) All dishes are to be washable/reusable and/or biodegradable.

(k) Understand the rental agreement and all regulations of the Municipality's Alcohol Policy (if applicable).

(l) Ensure that during the event, the snow is cleared from all entrances to the Cochenour Community Hall.

(m) Ensure all people admitted to the function have vacated the rented premises promptly at the time specified on the permit and/or contract.

(n) Ensure that all Northwestern Health Unit regulations are adhered to.

(o) User facility agreement accessibility checklist shall form part of the rental agreement.

(p) Ensure all Municipal By-Laws are adhered to.

4. The Corporation of the Municipality of Red Lake will not be responsible for personal injury, damage/loss and/or theft of personal property or equipment of applicant or anyone attending the function.

5. The agreement must be completed 10 days prior to the function to ensure availability of facility and for arrangements to be made. Forty-eight (48) hours notice is required for cancellation; otherwise applicant will be charged a seventy-five dollar (\$75) administration fee.

6. All events and activities shall be conducted within the requirements of the Ontario Fire Code and will be subject to inspection and approval by the Fire Chief of the Corporation of the Municipality of Red Lake and/or his/her designate.

7. Final rental fees and charges may be revised as required.

8. The renter hereby acknowledges that in the event that any of the facilities are unavailable for some reason related to equipment breakdown or malfunction, the Corporation of the Municipality of Red Lake may summarily cancel this agreement. The renter hereby releases and forever discharges the Municipality of Red Lake from any economic losses or damages suffered as a result of the cancellation of this agreement for the reasons above.

9. A Damage Deposit in the amount of two hundred dollars (200) is required and must be submitted with a completed rental agreement. The Damage Deposit shall be refunded upon satisfactory inspection of the hall by municipal staff.

10. All goods and services subject to Harmonized Sales Tax (HST).

11. There may be changes, without notice to this policy due to COVID-19. The Municipality will work with users to ensure as much notice as possible is given in regard to these changes.

I hereby understand all the Rules, Regulations and Renters Responsibilities and agree to pay the full amount of the Rental Agreement:

Signature: _____ Date: _____



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USER FACILITY AGREEMENT ACCESSIBILITY CHECKLIST

The use of our community facility must ensure that persons with disabilities can fully participate in the event. The following checklist is to be used in the planning, organizing and staging of your event.

ITEM	REQUIREMENTS
Site Parking	Ensure sit parking spaces to serve
Event Entrance	Ensure no barriers are present or created by the set up of your event. Use of building entrances supported by power-assist or automatic doors is recommended. Proper Signage and lighting should also be in place.
Drop-off Area	A vehicle drop-off area may be required for use bu taxis, specialized vehicles, near the main event entrance area.
Registration – ticket sales	Ensure the event set-up accomodates all abilities (lower counter heights - service areas, set-ups).
Accessible Customer Service Policy	The individual accompanying the person with a disability to your eventis entitled to free admission. see the Municipal Accessible Customer Service Policy for specific details.
Certified Service Dogs	Allow certified service dog admitted to your event.
Event Seating	Endure seating provisions, table arrangements accomodate persons with disabilities.
Food – bar service	Ensure the set-up accomodates all abilities (lower counter heights - service areas, set-ups).
Washrooms	Use of accessible washrooms is required.
Hearing assistive devices	The provisions of hearing assistive devices may be required.

