



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BENMILLER COMMUNITY HALL FACILITIES

37015 Londesboro Road, RR 4, Goderich (Benmiller) ON N7A 3Y1

Township of Ashfield-Colborne-Wawanosh

RENTAL AGREEMENT

RENTER:	
MAILING ADDRESS:	
TELEPHONE:	EMAIL:

EVENT DATE(S):		
TYPE OF EVENT:		
START TIME:	END TIME:	EST. ATTENDANCE:

The Township of Ashfield-Colborne-Wawanosh reserves the right to decline a booking at its sole discretion

Please check all that apply:

- Upper Hall Only \$125.00 + HST = \$141.25 (per day)
- Lower Hall \$75.00 + HST = \$84.75 (per day)
- Use of Lift (instruction mandatory prior to event)
- Alcohol or other controlled substances served (proof of AGCO Special Occasion Permit)

The Renting Individual, Organization or Group (Client) agrees to rent a portion or all of the Benmiller Community Hall Facility from the Township of Ashfield-Colborne-Wawanosh (ACW), and ACW agrees to make same available for the total rental price of \$_____ for the rental period designated above. The following additional terms shall form part of the Rental Agreement.

1. A booking deposit of \$50.00 shall be paid by the Client to ACW at the time the booking is made. The booking deposit will be forfeited to ACW in the event the Client cancels within one month of the event date above. Any cancellation of more than one month before the date of the event date above shall result in a full refund of the booking deposit.
2. A cleaning and damage deposit of \$150.00 (\$500.00 if alcohol will be served at the event) shall be paid by the Client to ACW at the time the booking is made. Such deposit shall be refunded to the Client upon inspection of the Hall and premises post rental, if there are no damages and no excessive cleaning requirements arising from the event. Any damages or excessive cleaning requirements are at the sole discretion of ACW and will be deducted from the deposit. If none are found, the deposit will be refunded in full. See attached Schedule A for Cleaning Requirements. In the event that damages or excessive cleaning requirements arising from the event should exceed the cleaning and damage deposit, ACW shall be at liberty to seek payment of those amounts from the client.

3. Payment of the balance of the rental fee, beyond the above deposited amounts, is required before keys will be released. Keys can be picked up the day of the event (or last business day before the event date) at the Township office located at 82133 Council Line, RR 5, Goderich, ON N7A 3Y2 during business hours of 8:30am to 4:00pm, Monday through Friday. Phone 519-524-4669
4. No alcoholic beverages shall be brought onto the premises at any time without a Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO) and obtained by the Client at Client's expense. A copy of the SOP shall be provided to ACW prior to the key for the building being provided to the Client.
5. Proof of additional liability insurance coverage in the amount of \$2,000,000 as to third party liability coverage for events serving alcohol is required. ACW shall be named as an insured party of such policy, and a copy of the policy shall be provided to ACW before the key for the building is provided to the client.
6. Nothing shall be permitted to be done or displayed on the premises if it contravenes the Criminal Code or any Provincial or Municipal Legislation, By-Law or Regulation.
7. No smoking or vaping is allowed in the building.
8. Tacks, nails, tape (other than painter's tape) and any other materials that may damage the walls, floors, ceilings or woodwork are not permitted
9. The Client renting the facility is responsible for having a functional cellular phone on site as no emergency telephone is provided.
10. The client covenants to save harmless and keep indemnified the Corporation of the Township of Ashfield-Colborne-Wawanosh, its servants and agents, as well as the Benmiller Community Hall Directors and Members, against any legal liability for losses, injuries, damages, claims, causes of action, demands, suits and costs arising directly or indirectly by virtue of the Rental Agreement or by virtue of any events which occur during the rental event or which arise from or after the rental event, or which are in any manner related to the rental of the Benmiller Community Hall Facility, for this event.

Signature of Client

Date _____

Print Name

Signature of ACW (Authorized Representative)

Date: _____

Print Name

Methods of Payment

Payment at Municipal Office | Cheque, Cash and Interac Debit

Payment by Mail | By Cheque, payable to the Township of Ashfield-Colborne-Wawanosh

E-Transfer | accounts@acwtownship.ca

SCHEDULE A

Cleaning Checklist for Benmiller Community Hall Renters

Wipe Tables and Chairs clean before returning to storage room/area

Spray cleansers and paper towel under the kitchen sink

Wash any dishware, kitchen utensils or equipment you have used and return to storage location

See instructions for dishwasher on wall above unit

Sweep/dry mop the floor of any debris

Upper Level – Dry Mop located behind door between kitchen and bar area

Lower Level – Dry Mop and broom beside fridge

Remove all garbage and recyclable material (except from washroom receptacles)

A couple of extra garbage bags are located in the receptacles. Please bring more if you think it will be required for your event.

Soiled Diapers must be put in the garbage you remove, not in the washroom receptacles. Signs are posted.

Remember to remove all personal perishable items from refrigerators

Turn off all lights – Upper/lower rental space(s), washrooms, hallways

Lock – Upper/lower rental space; Lower Level Barrier Free washroom deadbolt, close and latch door to patio (lower); fire exit door (upper) and outside doors

Keys – return keys to Township office (drop box available outside of business hours)

CUSTODIAN: Karen Fisher 519-524-5976 Cell 519-441-7929