



P.O. Box 180, 19 Parnell Street, Calabogie, ON K0J 1H0 Phone: 613-752-2222 Fax 613-752-2617

**Barnet Cottage Rental Agreement**

**COTTAGE BUILDING ONLY – Park grounds and gazebos are open to the public**

Rental Date(s) Requested _____
Name _____
Mailing Address _____
Email: _____
Phone Number (    ) _____ - _____ Reason for Rental: _____

The Regulations and Conditions for Facility Use on the reverse side will be strictly enforced by the Township. Upon receipt of the deposit and the signed agreement your reservation will be confirmed by way of a copy of the agreement. Full fee is to be received by the Township **no later than two weeks prior to the event**. For cancellation please note item 3 on the reverse.

**Insurance Policy**

If the Applicant is using the cottage for any of the activities listed below, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$500,000 with an endorsement naming The Corporation of the Township of Greater Madawaska as an additional named insured before the application is approved.

- Sale of alcohol, food, beverages or souvenirs · Event open to the public**
- Conducting business · Non-sanctioned sporting event or tournament.**

**Will Alcohol Be Served? Y / N**

If yes, please review the attached Municipal Alcohol Policy and provide all the necessary information required to Teri Leigh McDonald at [community@greatermadawaska.com](mailto:community@greatermadawaska.com) or at 613-752-2222 ext 204.

**Will a Tent be part of your event? Y / N**

If yes, please contact the Fire Chief/Chief Building Official Darryl Wagner at [firechief@greatermadawaska.com](mailto:firechief@greatermadawaska.com) or [cbo@greatermadawaska.com](mailto:cbo@greatermadawaska.com)

**Tent/Outside Use**

In the event a tent larger than 3m x 3m is being utilized as part of your event, a Fire Code inspection by the fire chief, and a building permit from the chief building official is required. Furthermore all events shall cease at 11pm. If a complaint is received regarding noise will result in the deposit not being returned.

**Declaration**

I, the undersigned, do hereby release and agree to indemnify and save harmless THE CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA and their respective officers, employees or agents, and each and every Board and Commission thereof, from all claims for loss, injury or damage, to persons and property while participating in or travelling to and from the above facility which I or any person claiming through me or on my behalf, may at any time have arising out of or connected with the operation of said facility.

I, the undersigned, have reviewed the Regulations and Conditions for Facility Use and hereby agree to comply with each and every item.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

<b><u>OFFICE USE ONLY</u></b>		
Deposit: _____	Final Fee: _____	Card Key Number: _____
Receipt No.: _____	Receipt No.: _____	Garbage Bin Key: _____
Date Paid: _____	Date Paid: _____	<b>Initial for keys</b>
Received By: _____	Received By: _____	Date Returned: _____
Damage Deposit (500.00): _____	Date Paid: _____	
Received By: _____	Date Returned: _____	
<b>Before Keys are made available ensure the following has been completed:</b>		
___ Confirmation from Fire Chief (if a tent is on site)		___ Confirmation from CBO (if a tent is on site)
___ Confirmation that Community Officer has received all documentation (If alcohol is to be served)		

## Regulations and Conditions for the Barnet Cottage

**Regulations concerning the use of premises controlled by the Township of Greater Madawaska hereinafter referred to as “the Township” are as follows:**

1. Maximum capacity for the Barnet Cottage is 76 persons (provided there are non-fixed seats and tables) This is governed by the Ontario Building Code, Fire and Liquor License Act Regulations. Lessee is responsible for ensuring capacity is not exceeded – please contact the Fire Chief at 613-752-2222 x225 for more details.
2. No admission fee shall be charged by the applicant for use of the premises unless the particulars are set out in the permit.
3. The Township requires 50% of the rental cost at the time of booking in order to confirm the rental. This deposit is non-refundable.
4. A key card, along with a key for the outside garbage bin, will be issued for your event. A \$10.00 deposit will be required and will be refunded upon the keycard return. **All** doors to the building are to be locked and secured by the Lessee upon leaving the premises.
5. A \$500.00 damage deposit is required and must accompany the rental agreement to confirm your reservation. The applicant must pay for all damages to premises or furnishings arising out of use of the premises by the applicant. The damage deposit is 100% refundable after a successful inspection has been completed.
6. The exits must be kept free from obstruction at all times.
7. Candles are limited to those in glass bowls, where the flame is no higher than the glass.
8. Facilities shall be vacated no later than 2:00 am, and all privately owned tables, dishes, cleaners etc. brought in by the applicant must be removed immediately at the conclusion of the event. If the event is contained to the cottage music/noise must cease at 1 am however if the event is outside the cottage then music/noise must cease at 11 pm.
9. The Municipality reserves the right entirely at its discretion to accept, reject or cancel any application for use of this facility, if it is determined that the proposed use will not be in the best interest of the Municipality.
10. **Alcohol (incl. wine, beer or spirits) is not allowed unless authorized by a special occasion permit obtained by the Lessee. A copy of the permit must be presented to the Township Office before alcohol (wine, beer or spirits) can be brought on to the premises. Said permit must be posted near the bar on the premises for which the permit is issued for the full duration of the event. The permit can be applied for at the LCBO in Renfrew. All provisions of Policy 2.08 will be adhered to.**
11. For any event held under the authority of a Special Occasion Permit, **security shall be provided by Lessee** and paid for by Lessee to cover the following:
  - Preventing disturbance of any nature;
  - Where “Minors Allowed Permit” in effect, assuring that no minors consume liquor, and
  - Where “No Minors Allowed Permit” in effect, assuring that no minors gain entrance into the facility;
  - Assuring that the leased premises are cleared within one hour of the closing deadline set by the liquor permit in effect
12. Liquor may be sold and served under the authority of the Special Occasion Permit **only during the hours specified on the Special Occasion Permit** and all evidence of service and consumption of liquor shall be removed within one half hour after the expiry of such a permit.
13. All rules and regulations as set out by the Liquor License Board of Ontario shall be strictly adhered to.
14. All liquor/beverages are to be served in paper or plastic cups.
15. All garbage is to be removed from the Cottage and placed in the outside bin by the Lessee.
16. Absolutely no burning, campfires, fireworks or ignited lanterns are permitted on the premises
17. Regulations & Conditions
  - To indemnify and save harmless the Township or its agents from all claims as a result of bodily injury or death to any persons or for damage or loss to property of others arising out of the applicants use of the facility as the aforesaid, provided that the applicant/organization shall indemnify the Township for damages or injury caused by or resulting from any act, default or negligence of the Township, its officers, agents servants, employees or contractors.
  - To indemnify and save harmless the Township, or its agents for any debt or other monetary obligation incurred by the application before, after or during use of the facility aforesaid.
18. Non-compliance with the terms of this permit will result in cancellation of this permit.