

Regulations and Conditions for the Community Hall

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 Community Hall is 200 persons (provided there are non-fixed seats and tables)
The maximum capacity for the Rink Surface is 749 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 613-752-2222x209 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 this rental agreement.
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 will be issued for your event. A \$10.00 deposit will be required and will be refunded upon the keycard being returned. All doors to the hall are to be locked and secured by the Lessee upon leaving the premises.
5. A \$200.00 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 rental.
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 (SOP) obtained by the Lessee. A copy of the permit must be given 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. Provisions of Policy 2.08 apply to any event covered by a Special Occasion Permit.**
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 cups or plastic glasses.
15. All garbage is to be removed from the hall and placed in the bins provided outside the rear exit door.
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.