



Request for a Facility Rental in South Dundas

Thank you for your interest in renting a facility in South Dundas. In order to process your request, please complete the following application with as much detail as possible.

Please return this application package to Emily, Administrative Assistant for the Parks and Facilities Department, at epalmerguindon@southdundas.com

Name of Applicant/Organization: _____

Address: _____

Email Address: _____

Phone#: _____

Rental Date (s): _____

Start Time: _____ **End Time:** _____

Approximate Number of Attendees: _____

Brief Description/Nature of Event:

Facility Request:

Matilda Hall, Dixon's Corners
(Max. Capacity 383)

Iroquois Civic Centre, Iroquois
(Max. Capacity 167)

Iroquois Municipal Campground
Building, Iroquois (Max. Capacity 60)

Other: _____

**PLEASE NOTE IT IS THE RENTER'S RESPONSIBILITY TO HAVE A
CELL PHONE AVAILABLE FOR EMERGENCIES**



Equipment Requests:

Number of Tables _____ Barricades _____
Number of Chairs _____ Microphone _____

Will your rental involve/require any of the following?

Alcohol YES ___ NO ___ *if yes, please refer to the Municipal Alcohol Policy
Food/Beverages YES ___ NO ___ *if yes, please refer to the [EOHU](#) Special Events
Road Closure YES ___ NO ___
Vendors YES ___ NO ___
Lottery/Raffles/ Fundraising YES ___ NO ___ *if yes, please refer to [Municipal Lottery Licenses](#)
Inflatables (i.e. bouncy castles) YES ___ NO ___
Animals YES ___ NO ___
Tents/Canopies* YES ___ NO ___ *if yes, size: _____
Other: _____

Event Waiver:

I, on behalf of myself/group/organization, propose to rent a municipal facility in South Dundas on the dates and times provided, for the intended purposes as indicated. Should this request be approved, I agree to pay the fees (if applicable) and to comply with the Terms of Agreement and the Rule and Regulations associated with the use of South Dundas owned lands, facilities, parkland, etc. I execute this agreement on behalf of the group/organization and have sufficient power, authority, and capacity to bind the group/organization with my signature.

Applicant Signature: _____ **Date:** _____



1. TERMS OF AGREEMENT

1.1 INSURANCE REQUIREMENTS

All functions/events booked in Municipal facilities or on Municipal property require liability insurance. Insurance fees are in addition to the facility rental fee and are mandatory.

Will you be purchasing the Municipality of South Dundas Insurance? YES ___ NO ___
OR

Will you be providing your own certificate of Insurance? YES ___ NO ___

If yes, please select one of the following:

Proof of liability Insurance from the Applicants Homeowners or Tenant Package

This will extend the Applicant's liability to cover their own exposure. The homeowners policy shall provide Personal Liability Insurance issued on an occurrence basis for an amount of no less than \$2,000,000 per occurrence/\$2,000,000 annual aggregate for any negligent acts or omission by the Applicant.

The renter shall keep their property / assets insured. Failure to do so shall not impose any liability on the Municipality.

Any and all deductibles applicable to the below-noted insurance policy shall be the sole responsibility of the Renter, and the Municipality shall bear no cost towards such deductibles.

The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

Policy # _____ Policy Term: _____

Company Name: _____

Name on Policy: _____



___ Applicant obtains their own Insurance

The Applicant shall at their own expense obtain and provide a certificate of insurance prior to rental of the facility. The policy shall include the following:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence, \$2,000,000 annual aggregate for any negligent acts or omissions by the renter. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; liquor liability; injury to participants; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability – Broad Form; cross liability and severability of interest clause.

Such insurance shall add The Municipality of South Dundas as Additional Insured with respect to the activities of the renter. The insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

The renter shall keep their property / assets insured. Failure to do so shall not impose any liability on the Municipality.

Any and all deductibles applicable to the below-noted insurance policy shall be the sole responsibility of the Renter, and the Municipality shall bear no cost towards such deductibles.

The renter shall provide the Municipality with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

1.2 INDEMNIFICATION:

The renter shall defend, indemnify and save harmless the Corporation of the Municipality of South Dundas, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the renter, their officers, employees, volunteers, invitees, guests or others who the renter is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the applicant in accordance with this agreement and shall survive this agreement.



2. RULES AND REGULATIONS

Rules and regulations covering the rental of any facility owned and controlled by the Municipality of South Dundas are as follows:

1. A \$50.00 +hst non-refundable deposit is required to reserve the requested date.
2. Each person and/or group/organization renting the hall is responsible for the condition of the premises and the contents. Please leave the facility the way it was found, for example, tables and chairs piled or placed where they were found.
3. The applicant shall comply with all federal, provincial and municipal laws governing taxes, licenses, etc. that may apply to the functions for which this Rental Agreement is issued.
4. No animals are allowed in the hall unless written permission is obtained from Municipal Staff. Exception to all service animals which are allowed access to our facilities.
5. All exits must be kept clear from obstructions in case of fire. Emergency lights and signs shall not be covered, so as to obstruct visibility.
6. All garbage must be put in containers and the kitchen must be left clean. All dishes, cutlery, etc. must be washed and put away in the cupboards once the function is finished.
7. The use of decoration and/or special effects that are not provided by the facility, must comply with public safety and fire regulations. Decorations must not be attached to the light fixtures or any emergency fixtures. Nails, confetti, and glitter, are not permitted. All decorations must be removed from the facility by 9:00 a.m. the following day.
8. Applicants accept liability for all damages arising out of bodily injury sustained by persons under their charge and property damage done by persons under their charge or through the applicant's neglect. The Municipality is not responsible for any personal property on premises.
9. The use of any open flame or pyrotechnics is prohibited.
10. At its discretion, the Municipality of South Dundas, or its agents, may deem it necessary to hire extra security at the renter's expense. Notice of special requirements will be given at the time of signing the Rental Agreement.



RULES AND REGULATIONS CONTINUED

Alcohol, Food, and Lottery

1. Alcoholic beverages shall not be allowed on the premises nor be consumed, without a proper Special Occasions Permit or Liquor Sales License and must comply with all rules and regulations set forth by the Alcohol and Gaming Commission of Ontario.
2. This agreement is to be used in conjunction with the South Dundas Municipal Alcohol Policy.
3. This agreement is to be used in conjunction with all policies established by the Eastern Ontario Health Unit.
4. This agreement is to be used in conjunction with all policies established by the Alcohol and Gaming Commission of Ontario
5. If applicable, the applicant must have copies of all permits posted and clearly visible during the function.
6. The applicant must have copies of all permits readily available at all times. The Special Occasions Permit or Liquor Sales License must be posted and clearly visible during the function.