



Southwold Keystone Complex Facility Rental Agreement

Name /Purpose of Event:	
Name of Group or Organization:	
Primary Contact Person: Secondary Contact Person:	
Contact Address:	
Contact Number: Primary Secondary	
Email Address:	
Not for Profit #:	
Date of Event (if multiple dates, attach schedule)	
Time of Event (start and end time)	
Expected Attendance	

Signed Facility User Agreement Provided:	
Sketch of facility provided:	
Will alcohol be served:	
If yes, please provide:	<ul style="list-style-type: none"> • Completed MAP Agreement • Third Party Insurance • Special Occasion Permit
Will food be served:	
If yes, please provide name of Caterer:	
Signed COVID Waiver provided:	

Facilities Requested	Keystone Complex – please make note of all items requested for rental in the space below:
Main Hall, Kitchen, Meeting Room, Grounds, Barn, Picnic Shelter, Horse Ring	
Other requirements (please note additional charges may apply for use of the following): Stage, podium, screen, gazebo, sign & letters	

Terms and Conditions

1. The renter shall be responsible for their participants and guests. Also, the renter must enforce the terms & conditions to each individual. No inappropriate use of the space will be tolerated. Failure to comply with the terms & conditions will result in immediate termination of the rental.
2. The renter shall pay for all damages to the property of the Municipality arising from the use of the facility where the renter is deemed responsible.
3. **Damage Deposit:** For Stag and Doe's and other like events, an \$800.00 maintenance and damage deposit is required 24 hours prior to the event. Upon satisfactory inspection, the deposit will be returned to the renter. Upon failed inspection, the deposit is forfeited, and the renter will be charged the remainder of any outstanding expenses incurred by the facility to repair. Further details outlined in Facility User Agreement. All other events require a \$100.00 damage deposit 24 hours prior to the event. A \$25.00 keyfob deposit is required prior to event. Keyfob deposit is returned after fob is returned after event.
4. **Clean Up:** Set-up and clean-up is the responsibility of the renter to be done during the reservation period. If extra set-up/clean-up time is required, this time must be booked by the renter in advance. If the space is not cleaned to the state in which the space was at the beginning of the rental, the renter will be subject to a \$285.00 clean-up fee, HST included. Day ahead set-up is available for \$270.00, HST included.
5. **Alcohol:** If the event includes the serving of alcohol, the renter will be given the Schedule "A" to the Corporation of the Township of Southwold Facility User Agreement, Municipal Facilities Policies and Procedures By-Law 2014-19. As per this policy, the renter must acquire a Special Occasion Permit and personal alcohol liability insurance. The personal alcohol liability insurance must name the applicant and the Township of Southwold as co-insureds. The renter must provide a copy of both their Special Occasion Permit, liability insurance and a list of certified Smart Serve servers to the Township of Southwold Community Services & Communications Clerk 24 hours prior to the beginning of the event. Full terms & conditions are outlined in the Facility User Agreement.
6. **Catering:** If food is to be served to the general public, an Application for Special Event Permit must be submitted to the Southwestern Public Health Unit by the renter two weeks prior to the event.
7. All Southwold Keystone Complex bookings must be accompanied by a Non-Refundable Booking fee of \$200.00 (for rentals with a fee of \$200.00 or more), which Fee is required prior to confirmation of booking. Balance of fees are to be paid prior to commencement of event/activity.
8. **Cancellations:** The renter can cancel up to 7 days prior to event, with proper written notice given.
9. **Liability:** The Corporation of the Township of Southwold is not responsible for injuries to users of the facility and does not assume any responsibility for articles lost or stolen.
10. The Lessee and their guests shall comply with all applicable Municipal by-laws as well as Provincial and Federal laws and regulations and any specific use regulations.
11. Complete Terms & Conditions for renters outlined in Facility User Agreement - Municipal Facilities policies and Procedures.

The Corporation of the Township of Southwold hereby grants permission to use the facility(is) as outlined herein, subject to the terms and conditions of the Agreement and all documents attached hereto, all of which form part of this agreement. The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and all Schedules attached hereto together with all the applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Township of Southwold (the "Township") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature.

USER Print: _____ USER Signature: _____ Date: _____

For office use:

Application reviewed by staff: yes / no Application Approved: yes / no Deposit: yes / no

Date paid: _____ Receipt #: _____ Method of payment: _____