Date Mailed from the Town: _____

Return Deadline: _____
(If deposit and agreement are not returned to the Town by this date, any tentative booking will be assumed cancelled.)

SCHEDULE "A"

THIS AGREEMENT made in duplicate this _____ day of _____, _____

BETWEEN:

> **TOWN OF OSLER,** a municipal corporation incorporated pursuant to the provisions of *The Municipalities Act, and any amendments thereafter*

hereinafter referred to as the "Town" (owner)

OF THE FIRST PART

and

Name: _____

Mailing Address: _____ Postal Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

hereinafter referred to as the "Renter"

OF THE SECOND PART

WHEREAS at the time of making this Agreement:

1) the Town is the legal owner of the Osler Community Hall;

2) the Renter is desirous of renting the facility on the following date(s) and time(s):

Date: _____

Times: _____ to _____

NOW THEREFORE the Town of Osler and the Renter do hereby agree as follows:

1. The Osler Community Hall is a non-smoking facility and the Renter agrees to ensure all occupants adhere to this. Smoking Urns are located outside of the front doors and it is the Renter's responsibility to ensure they are used. If the staff has to clean up cigarette butts from the grounds, a charge may apply.

2. A damage/booking deposit in the amount of $_____ has been received by the Town and will be held on file until it has been determined that no damage occurred and that the required clean-up has been completed. The rental fee required must be paid prior to the date of the booking.

3. The damage/booking deposit will be used to guarantee the date as well as to provide a damage deposit to cover any costs that may be incurred in cleaning of or repairing damages to the Osler Community Hall, equipment, contents and grounds resulting from carelessness or neglect on the part of the Renter or individuals in attendance during the rental. The Renter will be responsible for costs which exceed the damage/rental deposit amount. The deposit will be returned within ten (10) days following the event, provided no damage has been identified by the custodian.

4. If the event is cancelled less than one week (7 days) prior to the booking date the Town will have the option of retaining the deposit, at the discretion of the Council Recreation Committee.

5. The renter is responsible for removing all food, bottles, liquor, decorations and personal effects and cleaning and stacking all tables and chairs as indicated in Schedule B (and signage/pictures in the facility), as well as emptying all garbage cans and wastebaskets and removing all trash bags to outside dumpster.

6. Prior to lock-up, the renter should ensure that the windows are left closed and blinds are open, as well as ensure all the toilets are flushed if required.

7. The renter is also responsible to wash all dishes and kitchen utensils (if the kitchen facility is used), wipe clean all counters and the stove, and sweep the floor. PLEASE DO NOT WET MOP THE FLOOR, EXCEPT TO CLEAN UP SPILLS AND USE WARM WATER ONLY, IF NECESSARY.

8. The renter shall ensure that, if the event includes alcohol, the appropriate liquor permit has been issued for the function and must provide a copy to the Town Office prior to the event.

9. The custodian will ensure that the hall is clean, adequate paper supplies and garbage bags are on hand, and will make the required arrangements for access to the facility if this has not already been handled by Administration at the Town Office.

10. If the Renter wishes to use the sound system, this must be indicated prior to the event to ensure the Town staff has an opportunity to direct the Renter in the placement and use of same. A deposit of $50.00 is required for use of the sound system as well as an additional rental fee of $25.00.

IN WITNESS WHEREOF the Renter has executed this agreement following payment of the damage/rental deposit set out in 2 above and indicates, by such signature, that they understand and agree to the terms of the Agreement and the Policy of the Town of Osler.

Witness   Renter's Signature

                                                 Printed Name

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IN WITNESS WHEREOF a representative of the Town has executed this agreement following receipt of the damage/rental deposit set out in 2 above.

                                                 Signature of Authorized Town Personnel

                                                 Printed Name