



**THE TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH
FACILITY RENTAL AGREEMENT**

BENMILLER COMMUNITY HALL

37015 Londesboro Road, Goderich (Benmiller) ON N7A 3Y1

RENTER INFORMATION

Renter Name:	
Address:	
Phone Number:	Email:

EVENT DETAILS

Event Date(s):	
Type of Function:	
Start Time:	End Time:
<i>(Rental period includes setup and cleanup time)</i>	
Estimated Attendance:	

FACILITY RENTAL SELECTION

Facility	Select	Rental Rate (per day)	Booking Deposit	Refundable Security Deposit
Entire Hall	☐	\$200.00 + HST = \$226.00	\$50.00	\$150.00
Upstairs Hall	☐	\$125.00 + HST = \$141.25		
Downstairs Hall	☐	\$75.00 + HST = \$84.75		
Grounds	☐	\$25.00 + HST = \$28.25 (+ hall rental cost)		
Grounds + Diamond Lights	☐	\$50.00 + HST = \$56.50 (+ hall rental cost)		
Use of Lift	☐	<i>Instruction mandatory prior to event</i>		
Alcohol Service	☐	<i>Proof of AGCO Special Occasion Permit</i>		\$500.00

The Renting Individual, Organization or Group (Client) agrees to rent a portion or all of the Benmiller Community Hall Facility from the Township of Ashfield-Colborne-Wawanosh (ACW), and ACW agrees to make same available for the total rental price of \$_____ for the rental period designated above. The following additional terms shall form part of the Rental Agreement.

CONDITIONS OF RENTAL (please read carefully before signing)

1. PAYMENT TERMS

- A booking deposit of \$50.00 is required at the time of booking.
- The remaining balance must be paid in full prior to key release.
- Failure to make payment may result in cancellation of the booking and forfeiture of the deposit.

2. METHODS OF PAYMENT

Payment at Municipal Office | Cheque, Cash and Debit

Payment by Mail | By Cheque, payable to the Township of Ashfield-Colborne-Wawanosh

E-Transfer | accounts@acwtownship.ca

3. CANCELLATION POLICY

- Cancellations made more than 30 days prior to the event will receive a full refund of the booking deposit.
- Cancellations made within 30 days will result in forfeiture of the booking deposit.

4. KEY PICK-UP AND RETURN

- Keys may be picked up on the day of the event (or last business day before the event) at the Township office located at: 82133 Council Line, Goderich, ON N7A 3Y2. Hours: Monday-Friday, 8:30 AM – 4:00 PM. Phone: 519-524-4669.
- Failure to return keys may result in additional charges.

5. SECURITY / DAMAGE DEPOSIT

- A \$150.00 damage/cleaning deposit is required prior to the rental date.
- If event includes alcohol service, a \$500.00 deposit is required.
- Deposits will be refunded following inspection, provided no damage has occurred and cleaning requirements are met (see Schedule A)
- Any damage or excessive cleaning costs will be deducted. Additional charges may apply if costs exceed the deposit.
- It is preferred that security deposits be made by cheque payable to the Township of Ashfield-Colborne-Wawanosh. Refunds for deposits paid by debit/e-transfer/cash will be issued within 10 business days.

6. USE OF FACILITY – RULES AND RESTRICTIONS

- The renter agrees to use the facility only for the stated purpose.
- The renter is responsible for the conduct and supervision of all attendees.
- Maximum occupancy of the facility is: **Upper Hall: 93** (79 for licensed events); **Lower Hall: 54** (46 for licensed events); **Total: 147** (125 for licensed events), not to be exceeded.
- The renter is responsible for having a functional cellular phone on site as no emergency telephone is provided.
- No smoking or vaping inside the facility or within 20 meters of the building.
- No illegal activities permitted.
- No decorations, nails, or tape that may damage walls, ceilings, floors, or fixtures.
- Fire exits must remain clear at all times.
- No tampering with safety or fire equipment.
- All applicable municipal bylaws (including noise) must be followed.

7. ALCOHOL SERVICE

- Alcohol is permitted only with a valid Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO).
- A copy of the SOP must be provided prior to key release. The renter is responsible for compliance with all Ontario liquor laws.
- All individuals serving alcohol must be properly certified where required.

8. FORCE MAJEURE

The Township reserves the right to cancel this agreement due to circumstances beyond its control (e.g., severe weather, emergencies, power outages). Refunds will be determined at the Township's discretion.

9. INSURANCE REQUIREMENTS

Low-Risk Events: Insurance is not required for approved low-risk events (see list).

High-Risk Events: For events that fall outside of the Low-Risk Event Liability Program list, the renter must obtain and provide proof of Commercial General Liability Insurance of at least \$2,000,000 per occurrence.

Such insurance shall name “**The Corporation of the Township of Ashfield-Colborne-Wawanosh 82133 Council Line, Goderich, ON N7A 3Y2**” as an additional insured.

Insurance may be obtained through a personal broker or via the Township’s insurer, Marsh:

<https://eventinsurance.marsh.com/ca/en/home.html>

Low Risk Events		Low Risk Sporting Activities	
Anniversaries	Meetings	Badminton	Non-contact sports
Arts	Music recitals	Ball/roller/floor hockey	Pickleball
Art shows and exhibits	Other family celebrations (e.g. christenings, showers, graduations etc.)	Baseball	Public skating
Auctions		Basketball	Racquet ball
Banquets	Photo shoots	Baton twirling	Ringette
Bazaars	Picnics	Bowling	Shuffleboard
Birthday parties	Religious services	Broomball	Slo-pitch
Bridge	Retirement parties	Cheerleading	Soccer
Chess clubs	Reunions	Cricket	Softball
Crafts	Seasonal markets	Curling	Squash
Dance parties	Seminars	Dance lessons	Swimming with lifeguard
Dance recitals	Speakers	Dodgeball	Synchronized swim
Concerts	Talent shows	Dry land training	Table tennis
Dinners	Theatre performances	Field hockey	Tai chi
Engagement parties (e.g. Jack and Jill events)	Weddings or other ceremonies	Fitness classes	T-ball
Fashion shows	Workshops/classroom instruction	Frisbee	Tennis
Graduations		Handball	Track and field
		Horseshoes	Volleyball
		Lawn bowling	Yoga

Exclusions include, but may not be limited to: Alpine skiing, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related activity, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, tackle football, wrestling, training camps, athletic schools, festivals, fairs, deep frying at concessions/kiosks/ vendors, professional performers or members of the Actors Guild, (warranty) swimming with pool slide over 7 feet in height must have minimum 3 lifeguards on site, corporations and any organized sports teams/leagues/tournaments.

10. INDEMNIFICATION

The client covenants to save harmless and keep indemnified the Corporation of the Township of Ashfield-Colborne-Wawanosh, its servants and agents, as well as the Benmiller Community Hall Directors and Members, against any legal liability for losses, injuries, damages, claims, causes of action, demands, suits and costs arising directly or indirectly by virtue of the Rental Agreement or by virtue of any events which occur during the rental event or which arise from or after the rental event, or which are in any manner related to the rental of the Benmiller Community Hall Facility, for this event.

11. AGREEMENT

I, the undersigned, agree to the terms and conditions outlined in this agreement.

Renter Signature: _____

Date: _____

Township Representative: _____

Date: _____

SCHEDULE A

CLEANING CHECKLIST FOR BENMILLER COMMUNITY HALL

- ☐ Wipe Tables and Chairs clean before returning to storage room/area
 - Spray cleansers and paper towel under the kitchen sink
- ☐ Wash any dishware, kitchen utensils or equipment you have used and return to storage location
 - See instructions for dishwasher on wall above unit
- ☐ Sweep/dry mop the floor of any debris
 - Upper Level – Dry Mop located behind door between kitchen and bar area
 - Lower Level – Dry Mop and broom beside fridge
- ☐ Remove all garbage and recyclable material (except from washroom receptacles)
 - A couple of extra garbage bags are in the receptacles. Please bring more if you think it will be required for your event
 - Soiled diapers must be put in the garbage you remove, not in the washroom receptacles. Signs are posted
 - Remember to remove all personal perishable items from refrigerators
- ☐ Turn off all lights – Upper/lower rental space(s), washrooms, hallways
- ☐ Lock – Upper/lower rental space; Lower-level barrier free washroom deadbolt, close and latch door to patio (lower); fire exit door (upper) and outside doors
- ☐ Keys – return keys to Township office (drop box available outside of business hours)

HOUSEKEEPER: Karen Fisher 519-524-5976 Cell: 519-441-7929