



Tiny

TOWNSHIP OF / CANTON DE

The Corporation of the Township of Tiny Facility Rental Policy

Procedure Number:
PW-019-001

Original Date:
February 27, 2019

Revision Date:
January 16, 2020

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Scope:

The Permit Holder must comply with all regulations in this policy as well as the regulations on the permit for use of the facility, and when applicable the regulations outlined in the Special Occasion Permit and the Township of Tiny Alcohol Risk Management Policy. Any Permit Holder failing to comply with the regulations herein or on the signed permit will bear full responsibility for any costs incurred.

Booking:

All rentals will be secured contractually and requests will be scheduled on a "first-come, first serve" basis with priority being given to Township staff/ Departments for work purposes prior to being made available to the general public. The Township reserves the right, entirely at its discretion, to accept or reject an applicant for use of any Township-owned facilities.

To schedule a rental, one may contact the Public Works Secretary by phone or email, or book in person at the Municipality between the working hours of 9:00am to 4:30pm, Monday – Friday.

Applicants must be over the age of 19 years old and must be present during the entire duration of the event. Photo ID may be required to be shown at time of booking and kept on file.

The hours for renting the facility will be outlined on the facility use permit. All music, loud noises and serving of alcohol must stop at the time indicated on the Liquor License or by 2:00am, if no alcohol is served. All persons in attendance must vacate the building no later than one hour after this time.

The Township reserves the right to designate persons of authority to attend any function to ensure that all regulations are being obeyed and respected. Should the Township designate feel these rules are not being respected or that there is a potential for damage to occur to the facility or guests in attendance, they may stop the event at any time and, if necessary, contact the OPP.

Contract: "Schedule A"

A facility use permit, which can be found on the Tiny Township website or requested from the Facility Coordinator, must be filled out and provided to the Facility Coordinator by hand submission, mail or email a minimum of five business days prior to the date of the event to ensure availability, secure the booking and set up of the facility. At the time of booking, a 10% +tax deposit is also required to be made.

Payment:

Payment, which is based on the Township of Tiny Fee By-Law in combination with the details of the event, must be made in full, including insurance fees (if applicable), to the Township of Tiny a minimum of one week prior to the date of the event.

Method of payment includes: cash, cheque or debit – credit cards cannot be accepted. Should the renter choose to pay by cheque, a separate cheque must be provided for any deposits required to ensure simple return. All cheques must be made out to The Township of Tiny.

The Township of Tiny will charge an administrative fee of \$35.00 for cheques returned by the banking institution of the Permit Holder. If this should occur, the Permit Holder will replace the original cheque with cash or certified cheque in the amount of the total rental fee plus the administration fee.



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For further information regarding cost of rental and associated fees, please refer to the Township of Tiny Fee Bylaw 19-022

Insurance:

Proof of liability insurance is required for all rentals. Insurance may be purchased through the Township's Third-Party Insurer for a fee that is determined by the type of event, amount of people attending the event, duration of the event and whether or not alcohol will be consumed with an additional 8% PST charge. As an alternative, a renter may choose to obtain their own insurance and add the Township of Tiny as an additional insured to their policy with liability coverage of \$2million and provide the Facility Coordinator with a copy of the insurance policy prior to the date of the event.

For events in which alcohol will be served, liability insurance must be increased from \$2million to \$5million.

Key & Deposits:

A key and security code for the facility will be released to the renter no sooner than one week prior to the event date. The renter must come into the Municipal office to obtain the key and is required to sign a key contract to ensure the key is accounted for.

A 10% +tax deposit is required at the time of booking to ensure the booking is secured.

A \$50 deposit (per key) is required prior to the issuance of all facility keys. The deposit will be returned to the Permit Holder upon the return of the key to the Township office. The deposit shall not be refunded should a key be lost, stolen or damaged. All keys must be returned to the Municipal office no later than one week after the rental date or the key will be presumed lost and the deposit will not be returned to the Permit Holder.

At any event where alcohol is being served, or at the discretion of the Facility Coordinator, a \$500 security deposit will be required. This will be returned to the permit holder upon confirmation from the Public Works Department of the facility's good condition post event date. It is the Permit Holder's responsibility to pay for all damages to the facility during the time of rental if the \$500.00 deposit does not cover the costs.

Fee waiving:

The Township of Tiny permits the waiving of rental fees. A renter may apply for their rental fees to be waived by emailing Tim Leitch, Director of Public Works at tleitch@tiny.ca for approval. Insurance fees cannot be waived.

Viewing:

The Township of Tiny permits access to individuals looking to view any of the three rental facilities during working hours. Please note, on any given day the facility of your choosing may be occupied. It is recommended to call the Public Works Department in advance to arrange a vacant date and time to avoid disappointment upon arrival.

Cancellation:

The Township may, if necessary, cancel rentals at any time and provide advanced notice if possible. If this should occur, the Permit Holder will be given the option to be reimbursed, reschedule or use a different facility if available.



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Cancellation by a renter is subject to a cancellation fee depending on the amount of notice given to the Township prior to the event date.

Cancellation five or more days prior to event = 10% cancellation fee

Cancellation two to four days prior to event = 50% cancellation fee

Cancellation less than 48 hours prior to event = 100% cancellation fee (no money back)

Alcohol:

A liquor license must be obtained by the Permit Holder for events in which alcohol beverages will be consumed. The Alcohol and Gaming Commission of Ontario is responsible for administering the Liquor License Act (AGCO). Seek your local Liquor Control Board of Ontario (LCBO) or online resources for more information.

It is the Permit Holder's responsibility to provide a copy of the liquor license to the Township prior to the date of their event. The Permit Holder's copy of the Liquor License must be prominently displayed at the facility before any alcohol can be served. Alcoholic beverages are only permitted in the licensed area and must not be served to minors – it is the responsibility of the applicant to ensure compliance with all regulations set out by the AGCO and the Township of Tiny.

Renters must use the Township sanctioned Bartenders for their event. Bartender's charge a fee of \$20/ hour each and there must be one bartender per 100 guests. Payment must be made in cash to the head bartender the day/night of the event prior to the serving of alcohol, failure to do so will result in no alcohol being served. Upon confirmation of an event in which alcohol will be consumed, the Facility Coordinator will notify the Head Bartender and provide him/her with the Permit Holder's contact information. It is then the Head Bartenders responsibility to get in contact with the renter prior to their event to sort out specific details of the event day.

Food:

The stove tops and ovens located in Township owned facilities may be used for re-heating purposes only - no food is to be cooked in the facility.

All public events must have their food provided by an approved caterer or establishment. Authorization from the Public Health Unit is required for the sale or service of non-packaged food to the public. A copy of this certificate must be provided to the Township prior to the event.

**** Please note: ONLY Township employees with proper certification are permitted to attach propane for barbeque usage and must be schedule prior to the date of the event. ****

Selling Goods & Services:

The Township of Tiny reserves complete and exclusive rights to regulate the sale of all goods and services sold or conducted on Township-owned property, including concessions, souvenirs, programs, parking permits, etc. The sale of such items is prohibited without the written permission of the Public Works Department.

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by the Township of Tiny and no payment, fee, percentage or other remuneration shall accrue to the Permit Holder as a result of such a franchise without the express permission of the Public Works Department.



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A Municipal Lottery License is required for the selling of tickets towards a prize with a value under \$50,000.00 and can be obtained by the Township of Tiny By-Law Department. Prizes over \$50,000 require permission from Township By Law.

Set up / Cleaning:

Fees will be charged for additional time and/ or days needed for set up and/or take down prior or upon completion of the event and will be based on the restriction of rental availability. Please refer to the Township Fee By-Law or contact the facility coordinator for more information.

The Permit Holder may use any equipment available for use within the facility at no additional costs. It is the Permit Holder's responsibility to set up any chairs, tables, etc. to his/her requirements while ensuring all exits are kept free and clear of obstruction at all times. Decorations are permitted given that no damaged is caused to the facility.

No open burning of any form is allowed to take place within the facility – this includes candles.

Upon completion of the event, it is the Permit Holder's responsibility to ensure all Township equipment is cleaned, taken down and returned to its original storage condition and location. Dishes must be cleaned as per instructions posted in the facilities' kitchen and returned to their proper storage area. It is the Permit Holder's responsibility to ensure the facility is returned to general condition of cleanliness and repair to which it was found prior to the event. If additional cleaning is required due to a mess made by the renter and/or their guests, an additional fee may apply.

All privately owned tables, trestles, dishes, liquids, decorations must be removed immediately following completion of the function – unless otherwise approved by the Facility Coordinator.

Garbage and recycling shall be bagged and tied within their containers to be disposed of by Township Staff.

Fire & Emergency Safety:

See map located at the front entrance of rental facility for details.

Smoking:

All facilities are smoke and vape free. Designated smoking areas are to comply with the Simcoe Muskoka District Health Unit regulations of Smoke Free Ontario Act and butts are to be properly and safely disposed of in the disposal receptacle provided.

It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposits and/ or future rental privileges. Please refer to the Smoke Free Ontario Act for further details.

Lost/ Stolen Items:

The Township of Tiny will not be responsible for injury, damage, loss or theft of any clothing or equipment of the Permit Holder, organization, or anyone in attendance at the event. All merchandise supplied and/or equipment delivered by or for the Permit Holder shall remain solely at the Permit Holder's risk. The Township of Tiny shall not be responsible for the care or safekeeping thereof or any damages thereto by any cause whatsoever, unless expressly provided in writing.



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Disposable items left at the facility will be thrown away if not claimed by the renter upon completion of the rental. Non-disposable items left at the facilities will be removed and brought back to the Municipal office and stored for a maximum time period of one month for the renter to collect after which time the item will be disposed of as the Facility Coordinator sees fit. In case of a forgotten item it is the Permit Holder's responsibility to contact the Facility Coordinator to inquire if any items were found.

Pets:

No pets, with the exemption of service animals, are allowed on the property.

Safety Devices:

Fire alarms and detectors are not to be tampered with. If there is evidence of tampering after the rental, charges may be laid by the Fire and/or Bylaw department.

Approval Date: January 16, 2020

Approved by: 