



Tiny
TOWNSHIP OF CANTON DE

THE CORPORATION OF THE TOWNSHIP OF TINY
130 Balm Beach Road West, Tiny, Ontario L0L 2J0
Telephone (705) 526-4204 | Fax (705) 526-2372 | www.tiny.ca

FACILITY USE PERMIT – INDOOR FACILITIES

Facility Requested: Wyebridge Hall Wyebridge Meeting Room Lafontaine Hall
 Tiny Hall Tiny Meeting Room

APPLICANT INFORMATION

ORGANIZATION / APPLICANT NAME:

ADDRESS:

POSTAL CODE:

PHONE:

CELL:

EMAIL:

ALTERNATIVE CONTACT:

CELL:

EMAIL:

EVENT INFORMATION

EVENT TYPE:

OF ATTENDEES:

DATE: (DD/MM/YYYY)

START TIME:

END TIME:

OF HOURS:

FOOD SERVED: YES NO
AUTHORIZATION FROM
PUBLIC HEALTH UNIT: _____ (initial)

LIQUOR SERVED: YES NO
LICENSE OBTAINED/
APPLICANTS NAME : _____ (initial)

OFFICE USE ONLY

ACCOUNT CODE:	RATE:	# OF HOURS:	SUBTOTAL:	+ (TAX):	TOTAL:
RENTAL FEE: <input type="checkbox"/> TCC <input type="checkbox"/> WB <input type="checkbox"/> LA		x	=	+	=
INSURANCE FEE: <input type="checkbox"/> U INS		x	=	+	=
DEPOSITS: <input type="checkbox"/> DEP-D <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE	<input type="checkbox"/> KEY (\$50.00) <input type="checkbox"/> DAMAGE (\$500.00)		METHOD OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> DEBIT *cheques to be made out to "Township of Tiny"*	GRAND TOTAL: (excluding deposits)	

The undersigned agrees to indemnify the Corporation of the Township of Tiny of all claims arising in relation to the Permit Holder's usage of the facility provided such claims are not caused by the negligence of the Township of Tiny. The undersigned further agrees to be bound by this permit and the Terms and Conditions contained herein and attached hereto, and hereby warrants and executes this permit on behalf of the user group and has sufficient power, authority and capacity to bind the Licensee with his/her signature. The Township of Tiny hereby grants permission to use the facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto, all of which form part of this Agreement.

Dated _____

Signature of Permit Holder

Dated _____

Signature of Township Designated Issuer

Township of Tiny Community/Banquet Halls Facility Use Terms and Conditions

It is the sincere desire of the Township of Tiny to have all activities conducted in an orderly manner. Organizations granted permits are requested to cooperate to see that this can occur. Cooperation and control of foul language and bad conduct will not be tolerated and will result in the revocation of the permit. Designated Township employee acts under the authority of the Township of Tiny and must be given the support and cooperation of all Permit Holders.

1. The Permit Holder must comply with all regulations in this policy as well as the regulations on the Facility Rental Policy 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 will bear full responsibility for any cost incurred.
2. Applicants must be over the age of 25 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 a copy be kept on file.
3. A 10 % non-refundable rental deposit must be paid at time of booking to secure the rental. 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. A damage deposit may also be requested at the discretion of Public Works Staff, which will be returned to the Permit Holder upon confirmation from the Public Works Department of the facility's good condition. It is the Permit Holder's responsibility to pay for all damages to the facility during the time of rental.
4. Alcohol is not permitted in the facility unless authorized through the Liquor License Board of Ontario Special Occasion Permit process. All alcohol must be served by a Township sanctioned bartender which will be arranged at the time of booking by the Facility Coordinator. A liquor license must be prominently displayed on the board provided in the hall before any alcohol can be served. Alcoholic beverages are only permitted in the licensed area and must not be served to minors. PAL-PARTY ALCOHOL LIABILITY INSURANCE coverage is required for events where alcohol is served and can be purchased through the Township.
5. 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.
6. Maximum attendance will be governed by the Fire Regulations in the Township of Tiny as specified for the facility. Maximum capacity at the Wyebridge Hall is 232 (200 with alcohol), Lafontaine Hall is 95 (82 with alcohol) people and Township of Tiny Community Centre is 275 (237 with alcohol).
7. The Township of Tiny reserves the right to designate staff to attend any function to ensure that all regulations are being observed and respected. The Township of Tiny also reserves the right to cancel this contract/event for just cause.
8. The Permit Holder will be responsible for the setting up of chairs, tables, etc. to his/her requirements. The exits must be kept free and clear of obstruction at all times. The stoves are intended for warming food only, and not to be used to cook meals. All privately owned items must be removed immediately following completion of the function. Chairs, tables, etc. are to be taken down and returned to their storage location. Garbage is to be bagged and kept within their containers. The facility is to be vacated within one hour after the time indicated on the permit.
9. 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.
10. The Township of Tiny reserves to itself 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 Township of Tiny.
11. 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 applicant/permit holder as a result of such a franchise without the express permission of the Township of Tiny.
12. The Township of Tiny will not be responsible for injury or damage or for the loss or theft of any equipment of the Permit Holder or organization, or anyone in attendance at the event. All merchandise supplied and/or equipment delivered by or for the Permit Holder shall be at and 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.
13. 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.
14. Cancellation by a renter is subject to cancellation fees depending on the amount of notice given to the Township prior to the event date. Please refer to the "Township of Tiny Facility Rental Policy" for further details.