



COMMUNITY HALL RENTAL AGREEMENT

By signing this agreement, the organization or individual renting the **Village of Hilton Beach Community Hall** agrees to the following (where applicable):

Special Occasion Permit • Alcohol/Other Insurance • Minors • Event Advertising • Food Handling

- Obtain a [Special Occasion Permit](#) (SOP) if alcohol is to be consumed.
- Meet all conditions of the SOP and sell only alcohol acquired on the SOP.
- Purchase Alcohol Liability Insurance if alcohol is to be served.
- If alcohol is being served, admit minors only if stated on the SOP.
- No minors may be served or consume alcohol.
- Have Smart Serve certification for serving alcohol.
- Advertise event in accordance with the [Alcohol and Gaming Commission of Ontario](#).
- Obtain the required permit(s) to serve food in accordance with [Algoma Public Health](#).
- For businesses/organizations with insurance, provide the Village of Hilton Beach with a copy of your Certificate of Insurance naming the Village of Hilton Beach as an additional insured.

Damage Deposit • Agreement Signing

- Pay a damage/cleaning deposit of \$150.00.
- Deposit will be refunded if the space(s) used in the Hall (including the bar and kitchen if applicable) are left in a clean condition (floors swept, tables and chairs stacked, garbage removed) and if there is no damage. It is the responsibility of the renter to advise the caterer of this condition.
- The renter is responsible for any damage to the Hall and will be invoiced for any amount that is over the damage/cleaning deposit.
- The individual signing this agreement must be over nineteen years old and is responsible for any damage to the Hall.

Music • Décor • Other

- Music must cease at the expiry time on the SOP and the Hall must be cleared by 2:00 a.m.
- No tape, tacks, or other adhesives allowed on the walls except on the painted rail, the wood around the windows and on the lights. All tape and tacks are to be removed.
- Nothing is to adhere in any way to the acoustic panels on the walls or ceiling.
- Open candles are not permitted.
- Confetti is not permitted in the Hall or on the grounds.
- The renter must familiarize themselves with the [Defibrillator](#) and Chair Lift on site.
- Please check that all exterior Hall doors are closed and locked when you leave.

PLEASE COMPLETE:

Event Name:

Hall Space(s) Being Used:

Date and Start/End Time Using Hall:

Contact Name:

Organization (If Applicable):

Number of People Attending:

Name On Special Occasion Permit (If Applicable):

Copy Of Insurance Provided (If Applicable):

Mailing Address:

Phone:

Email:

Acknowledgement/Signature:

Payment by cheque to The Village of Hilton Beach or e-transfer to info@hiltonbeach.com

The Village of Hilton Beach reserves the right to deny future requests to rent the Hall to an organization or individual that incurs damage or violates the AGCO regulations.

Enjoy your event at the Village of Hilton Beach Community Hall! Thank you.

(Office use: payment of \$

received on:

Key:

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