

17

Village of Hilton Beach
Community Hall Rental Agreement

Name of Renter: _____ Signature: _____

Group/Organization (if applicable): _____ Email: _____

Address: _____ Phone: _____

Special Occasion Permit Holder and Policy # _____

Party Alcohol Liability Insurance Policy # _____

Special Events Permit Holder and Policy # _____

Type of Event: _____ Number of People Attending: _____

Date of Event: _____ Time of Event: _____ am/pm to _____ am/pm

Rental Fee: \$ _____ Date Paid: _____

Hall Space(s) Being Used: _____

PLEASE ADD 13% HST

Cleaning/Damage Deposit: \$ 300.00 Date Paid: _____

Rental Deposit: \$ _____ Date Paid: _____

Balance Due: \$ _____ Date Paid: _____

Signature of Authorized Staff: _____ Date: _____

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.

TERMS OF RENTAL AGREEMENT

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

The individual signing this agreement must be over nineteen years old and is responsible for any damage to the Hall.

- A cleaning/damage deposit in the amount of \$300.00 is required at the time of rental.
- Deposit will be refunded if the space(s) used in the Hall are left in a clean condition with no damage upon final inspection by village staff. (floors swept, tables and chairs wiped and garbage removed). It is the responsibility of the renter to advise the caterer of this condition. Any cleaning and/or damage more than the \$300.00 deposit will be invoiced to the signee of the rental agreement. (tables and chairs are stored behind and beside stage). NO TABLES OR CHAIRS ARE TO BE STORED IN COAT ROOM.

- All decorations must be done the same day as the rental date and must be removed prior to vacating the facility at the end of the event. If hall is not rented the day before the event date decorating may be permitted at an additional cost.
- The Lessee agrees that use of the Hall beyond the period stated in the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
- The applicant is responsible for the supervision and control of all people in attendance at the function and restricting such person(s) to the premises if needed.
- The applicant or guest will not remove anything from the hall without obtaining the permission of the municipality in writing.
- The Village of Hilton Beach accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
- Private functions are responsible for their own coffee, tea, linens etc.
- As per Algoma Public Health and the Village of Hilton Beach bylaw, no person shall smoke or vape within a Community recreational facility or within a 20-metre radius surrounding any entrance or exit of the Community recreational facility. It is the responsibility of the person(s) renting the hall to ensure compliance.
- No alcoholic beverages shall be brought onto the premises at any time without a Special Occasion Permit (SOP) issued through the Liquor control Board of Ontario (LCBO) on behalf of the Alcohol and Gaming Commission of Ontario (AGCO) and obtained by groups or person renting the facility. Lessee will abide by all rules and restrictions of said permit. A copy of the said permit shall be provided to the village prior to the key for the building being provided to the renting Organization/Person.
- To purchase Alcohol Liability Insurance for a minimum of \$2 million dollars if alcohol is to be served and to provide the office with a copy of permit at least 5 business days prior to event taking place.
- To obtain Special Event Insurance coverage for a minimum of \$2million dollars and to provide the office with a copy of the policy prior to event.
- If alcohol is served, always have a person with Smart Serve behind the bar and to ensure that all liquor is removed within one hour immediately following the event as per the license.
- Music must cease at the expiry time on the SOP and the Hall must be cleared no later than 2:00am
- The renter must familiarize themselves with the defibrillator and Chair Lift on site.
- 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.
- Please check that all exterior hall doors are closed and locked when you leave.
- Organizations, groups, or individuals using this municipal property must do so at their own risk. The Village of Hilton Beach will not be responsible for any damages, thefts or accidents through use of the building.
- All rental fees and deposits are required prior to the date of the function.
- **The renter is solely responsible for all Algoma Public Health applications and rules and regulations compliance, including, but not limited to Temporary Food Permit, Safe Food Handlers Permit.**

Initial: _____

Community Hall Rules of Etiquette

This community Hall is owned and operated by the Village of Hilton Beach and has been developed to ensure long term enjoyment for Village and area residents.

The Hall Rental Policy – rules and Regulations apply to all individuals.

We ask you to please review this checklist to ensure all rules and regulations have been complied with. At the termination of the applicants' use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

- Floors (Including Kitchen, Hall, Bar and Washrooms) are to be cleared of debris and swept -ANY SPILLS ARE TO BE MOPPED UP.
- All tables and chairs are to be wiped down. Chairs are to be stacked and stored behind and or beside the stage. Table are to be placed in racks near the stage. (NO TABLES OR CHAIRS ARE TO BE PLACED IN THE COAT ROOM). Doing so may forfeit your cleaning/damage deposit.
- Kitchen is clean, tidy and in proper order. All dishes, cooking utensils, pots, coffee makers and pans must be washed, dried and put away. All items must be put away in the same manner and place they were found. Plates and dishes are stored in the proper sets according to colour. Cupboard doors are labeled for your convenience.
- Ensure that the kitchen cooking appliances and surfaces are clean and returned to the same conditions as found. This includes the grill and deep fryer.
- Washrooms are to be left in the same manner as they were found. Counters wiped, floors swept and obvious messes cleaned up.
- If the event is over and the community Centre is being vacated prior to the scheduled time, please notify the Custodian _____
- All garbage and recycling are to be disposed in the bin by outside the kitchen's back door.
- The Village must be notified of any damage on the first working day after the event.
- Keys are to be returned to the Village office the first working day after the event and are not to be loaned or given to anyone other than the person/organization renting the hall.

FAILURE TO DO SO WILL RESULT IN NON-REFUND OF DEPOSIT AND MAY RESULT IN ADDITIONAL CLEANING CHARGES.

I HAVE READ AND FULLY UNDERSTAND THE HALL RENTAL AGREEMENT AND CONSENT TO THE TERMS WITHIN.

Initial _____

Description

Arts at the Dock

	Income	Expense
Registrations (36 Registrants X \$113)	\$ 4,068.00	
Lemonade Vendor	\$ 125.00	
Island Flames	\$ 125.00	
Orbits Mini Donuts	\$ 125.00	
Lunch at hall	\$ 167.20	
Island Clippings (advert)		\$ 61.06
Marilou Scali - Reimbursement for sandwiches, milk		\$ 253.65
Sally Cohen Reimbursement		\$ 189.26
Island Arboriculture (highway banner)		\$ 84.72
Island Arboriculture (highway banner - take down)		\$ 85.16
North Shore Sentinel		\$ 59.25
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	\$ 4,610.20	\$ 733.10
Net Revenue as of August 19/25	\$ 3,877.10	

Hilton Hall Kitchen Committee BBQ \$228.18

Description

Car Show

	Income	Expense
Registrations	\$ 2,600.00	
Registration (US Funds)	\$ 27.61	
Merchandise (T-shirts/stickers)	\$ 1,618.31	(includes US Exchange
Ticket Donations	\$ 499.00	
Stobie Mechanical	\$ 1,000.00	
Traders Steel Warehouse	\$ 500.00	
Great Lakes Honda	\$ 300.00	
Smyl's Highland Ford	\$ 1,000.00	
BDO	\$ 500.00	
Timmerman Scott Builders	\$ 500.00	
Coffee & Company - Eve Webb	\$ 165.00	
Lemonade	\$ 125.00	
Jenny Simons	\$ 30.00	
Dianna MacDonald	\$ 30.00	
Ann Jeffs	\$ 30.00	
Jessie Boston	\$ 30.00	
Sandwiches	\$ 365.00	
Island Arboriculture (highway banner)		\$ 84.97
Island Arboriculture (highway banner - take down)		\$ 85.16
Oliver Labels - stickers		\$ 109.53
Marilou Scali - Reimbursement of tickets		\$ 19.34
Flat Head Ford - Scott Kennedy Music		\$ 300.00
Sally Cohen - Reimbursement		\$ 145.30
Sarah Brown - Reimbursement		\$ 30.94
All Star Trophies		\$ 127.14
Island Clippings		\$ 61.06
Amazon - Cleaning Cloths		\$ 44.77
Stubbees Beestro - sandwiches		\$ 250.00
SK Group - T-shirts		\$ 1,430.80
North Shore Sentinel		59.26
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	\$ 9,319.92	\$ 2,748.27
Net Renevue as of August 19/25	\$ 6,571.65	

Hilton Hall Kitchen Committee BBQ \$1251.85

Description**Community Night****Income****Expense**

Tickets (Marks St./Canoe Pt Rd.)	\$ 1,673.00	
Tickets (across from Library)	\$ 2,277.00	
Chair & Blanket	\$ 609.50	
Pie Booth	\$ 1,749.00	
BBQ	\$ 2,388.70	
Panda	\$ 1,673.20	
Lemonade	\$ 125.00	
Island Flames	\$ 125.00	
Deer Tails	\$ 125.00	
Donna Morin - vendor	\$ 30.00	
Cornucopia	\$ 125.00	
Roolz Cotton Candy	\$ 125.00	
Cathy Blackburn - Donation	\$ 50.00	
Raquel Lindsay - Donation	\$ 100.00	
Island Arboriculture (highway banner)		\$ 84.72
Island Arboriculture (highway banner - take down)		\$ 84.09
2 large stuffies - Andrea Reif		\$ 81.37
Visa - Games		\$ 150.96
Visa - Amazon		\$ 87.13
Sally Cohen - reimbursement		\$ 210.79
Visa - Whole sale foods		\$ 215.65
Patricia Secondi - Safe Food Handling Course		\$ 35.56
Marilou Scali - reimbursement		\$ 19.34
Sault Ste. Marie Pipe Band		\$ 1,000.00
Navy League Band		\$ 500.00
Bruni's Fine Foods		\$ 180.00
Sally Cohen - reimbursement		\$ 145.31
Stobies Mechanical - repair of dunk tank trailer		\$ 876.31
Island Clippings		\$ 61.06
Hilton Beach Tourist Park Gift Certificate		\$ 25.00
Tilt'n Hilton Gift Certificate		\$ 25.00
Visa - Romes (food)		\$ 56.53
Kentvale - Propane Tank		\$ 75.70
Hilton Beach General Store (food)		\$ 322.53
North Shore Sentinel		\$ 59.26
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	\$ 11,175.40	\$ 4,296.31
Net Renevue as of August 19/25	\$ 6,879.09	