



**Township of Amaranth**  
 374028 6<sup>th</sup> Line  
 Amaranth, ON L9W 0M6  
 P: 519-941-1007 F: 519-941-1802  
[www.amaranth.ca](http://www.amaranth.ca)

Booking No.: \_\_\_\_\_

[info@amaranth.ca](mailto:info@amaranth.ca)

## Recreation Hall Facility/Pavilion Booking Contract

Date Required:	Time Required:
Organization (if applicable):	Contact Person:
Address:	Contact Number:
	Email:
Description of Function:	Estimated Number of Attendees:
Bartender's Name(s):	Monitor's Name(s):
Bartender's Name(s):	Monitor's Name(s):
Special Instructions:	Outdoor Washroom: Yes <input type="checkbox"/> No <input type="checkbox"/>
Liquor Permit: Yes <input type="checkbox"/> No <input type="checkbox"/> Received <input type="checkbox"/>	Hydro: Yes <input type="checkbox"/> No <input type="checkbox"/>
Smart Serve: Yes <input type="checkbox"/> No <input type="checkbox"/> Received <input type="checkbox"/>	Water: Yes <input type="checkbox"/> No <input type="checkbox"/>

Rental Fees		For Office Use Only	
Hall:	\$	Total Received	\$
Kitchen:	\$	Balance Due:	\$
Pavilion:	\$	By Date:	
Bar:	\$	Cancellation:	\$
HST (108131517RT0001)	\$	Total Returned:	\$
Insurance:	\$	Date Returned:	\$
<b>Total Fees:</b>	\$	Cheque Number:	\$

### Contractual Agreement for Facility/Pavilion Use

1. Please sign and return your facility/pavilion booking request form as soon as possible. This will **reserve** the facility for the indicated date(s) and time(s) requested.
2. Bookings are not confirmed until **full** payment is received.
3. Rental fees are due at time of booking or shortly after.
4. Cancellation notices require **four** weeks for weddings, banquets, dances and **48-hours** for meetings and community programs. If the contract holder does not follow these guidelines the Township will **charge a \$50.00 administration fee.**

## Special Occasion Permit Guidelines

The following guidelines will help reduce your group's risk of liability and should be adopted:

- Your group can be held liable for among other things, injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving minors and failing to prevent impaired individuals from driving.
- Liability Insurance is mandatory and obtained through the Township's insurance provider. Call the Township office to inquire or email to: [info@amaranth.ca](mailto:info@amaranth.ca).
- I agree that no alcoholic beverages will be on the premises without a proper permit obtained from the LCBO.
- I agree to adhere to the conditions of this policy and the Liquor Licence Act of Ontario.
- I understand that I can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- I understand that the OPP and a Liquor Licence Board inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.
- I understand that if an infraction of this policy occurs, the Township of Amaranth (Township) may warn or suspend my organization from using the facilities for a period of one year.
- Your bartender must have their Smart Serve Certificate and provide the Township with a copy.
- The permit holder will provide the Township with a list of monitors aged 19 years or over two weeks prior to the event. There will be at least one monitor per 100 participants in addition to the door monitors. Monitors will supervise the event, encourage legal, moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately.
- The monitors, servers and bartenders will not consume alcohol during this event, nor will they be under the influence of any alcohol consumed before the event.
- The entrance must be monitored by one person aged 19 years or over. This allows the monitor to screen for identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
- The exit must be monitored by one person aged 19 years or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a taxi paid by either your group or the participants. If these efforts fail, the monitor may attempt to detain impaired drivers and call the police.
- To reduce the levels of intoxication and the rate of consumption, monitors and bartenders should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages. Twenty-five percent of the alcohol beverages should consist of low-alcohol options.

- To reduce the risk of intoxication, avoid serving oversize drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
- If tickets are purchased for alcoholic drinks, a maximum of four tickets can be sold to one person at one time, refund unused tickets for cash on demand. To do otherwise encourages increased consumption and intoxication.
- As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your group may be held liable if an accident occurs due to the physical set-up of the facility area.
- Prevent patrons from engaging in activities that can harm themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
- Do not contravene the Liquor Licence Act by serving minors, intoxicated patrons or by serving to intoxication. Ensure that monitors and bartenders know the signs of intoxication and are prepared to cut off patrons.
- Support monitors and bartenders in adhering to the Liquor Licence Act by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. By allowing this discretionary power, you can defuse potentially troublesome incidents when patrons should be served any more alcohol.
- If an alcohol-related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Act is violated at your event, you are at risk of being charged and having liability action launched against you.
- A copy of this contract must be posted alongside the special occasion permit at the event.

### **General Rules and Regulations Governing Facility/Pavilion Use**

- Permitted uses of the facility/pavilion include: anniversaries, arts and crafts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge/chess clubs, dance parties, dance recitals, dinners, engagement parties (i.e., Jack and Jill events), fashion shows, graduations, music recitals, other family celebrations, photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.
- Excluded activities: alpine skiing, bachelorette/stagette parties, stag/bachelor parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, tackle football, wrestling and organized sports teams/leagues.
- Recreation facility does not have back-up power. In the event of a power outage the Township will not be responsible.
- Curtains in pavilion are only to be used when weather permits and are only to be assembled and disassembled by Township staff.
- Please arrive and leave from the facility as indicated in your booking contract.
- No confetti, rice or birdseed allowed on the premises.
- No open flames shall be permitted in the hall or on the premises.

- A telephone is available in the kitchen for **emergencies only**, no long-distance calls to be made. A list of emergency numbers is provided by the telephone.
- The entire building has been designated as **non-smoking** by order of Township Council.
- If a liquor permit has been obtained, it is the responsibility of the bartender(s) to make sure that all rules and regulations of the Liquor Control Board of Ontario are adhered to.
- Only authorized persons appointed by the contract holder should be allowed in the kitchen and bar area.
- The bar must close no later than **1:00 am** sharp.
- Bathrooms (inside and outside) must be thoroughly cleaned, free of spills and left in the condition they were received in upon your rental start. Ensure outdoor bathroom doors are locked.
- Place garbage, recycling and compost in appropriate bags/containers (see sorting guide posted in kitchen).
- Remove all decorations from tables, walls, floors and ceilings (i.e., paper tablecloths, decorations, putty, etc.) and thoroughly clean all spills/residue on tables and kitchen/bar countertops.
- Return **all** tables and chairs to the storage room and place on appropriate cart or rack (do not drag the tables, please lift them).
- Thoroughly sweep the floors at the end of the evening. Any spills/messes/spots requiring mopping are to be cleaned as well. Cleaning supplies are in the janitor closet.
- Please thoroughly clean and put away all kitchen appliances, supplies, utensils and dishes. Please leave any used dish clothes, oven mitts or sponges in the sink.
- Please ensure that all lights are turned off and all doors are securely locked. Ensure the pavilion **electrical panel/hydro has been turned off and door is locked**.
- The client will be responsible for upholding the above rules and seeing that they **enforced** during the function.
- All keys should be returned to the Township office at the end of the rental by placing keys in the red drop box located at the front of the building.

**As a user of the above facility/pavilion:**

1. I agree that the facility/pavilion will be left in an acceptable condition with no damages.
2. I assume responsibility for any loss or damage incurred to the facility/pavilion, furnishings or grounds on the above date(s) at the indicated time(s). I agree to pay for any loss or damage incurred.
3. I have read the guidelines and general rules and regulations of this contractual agreement and I agree to act according to the guidelines, rules and regulations as set out in the contractual agreement for special occasion permit holders.

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Signature Permit Holder

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Date

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Signature of Township Official