



(Schedule "A" Revised by By-law 18-13)

TOWN OF AYLMER

46 Talbot Street West
Aylmer, Ontario N5H 1J7
Phone: (519) 773-3164
www.aylmer.ca

OLD TOWN HALL COMMUNITY THEATRE

38 John Street South
Aylmer, Ontario, N5H 2C2
Phone (519) 773-3164

RENTAL RATES

	<u>Rate</u> (base rate)	<u>Tax</u> (as applicable)
1 to 5 hours	\$30.00/hr	
Day rate (over 5 hours)	\$200.00	
Multiple Day Use (flat rate-consecutive days)		
2 days	\$375.00	
3 days	\$475.00	
4 days or more	\$150.00 per/day	
Light/Sound Equipment Rental (if required)	Current Municipal Rate \$50 per day to a maximum of \$100 for consecutive day rentals	
Piano Flat rate	\$50.00	
Set-up and Take-down (if required)	\$35.00	
SOCAN (if applicable)	In accordance with the current SOCAN Tariff Licence Fee Schedule.	



OLD TOWN HALL

TECHNICIAN CONTACT INFORMATION

John Bardwell	519-773-5569
Peter Blain	519-871-0790



By-Law 64-12
 Section 1 – Subsection (3)
 (Revised by By-Law 18-13)

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OLD TOWN HALL COMMUNITY THEATRE

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RENTAL AGREEMENT

Date Booked: _____ Date of Event: _____

Type of Event: _____

Name of Individual/Organization: _____

Address: _____ Postal Code: _____

Home Telephone: _____ Business Telephone: _____

Email Address: _____

Invoicing- If different than above:

Name Of Individual/Organization: _____

Address: _____ Postal Code: _____

Access Time: _____ Departure Time: _____

<u>AREAS/ITEMS TO BE USED:</u>	<u>PLEASE CHECK OFF</u>	<u>CHARGES (OFFICE USE ONLY)</u>
Main Floor		Base Rate:
Light/Sound Equipment Rental \$50.00/day <input type="checkbox"/> up to a maximum of \$100.00 for consecutive day rentals <input type="checkbox"/>		
Set Up/Take Down		
Piano		
SOCAN		
Stage		n/a
Balcony		n/a
Dressing Rooms		n/a
Kitchen		n/a
Beverage Bar		n/a
Projection Screen		n/a
Podium		n/a
Alcoholic Event	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Subtotal:
		Tax:
		Total:
		Receipt #



OLD TOWN HALL COMMUNITY THEATRE

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RENTAL AGREEMENT

Set-up Details: _____

NOTE: only those areas noted on the rental agreement form
may be accessed during the rental.

I have read, understand and agree to abide by the information and regulations for this
facility.

Renter

Date

Name of Chaperons (if applicable)

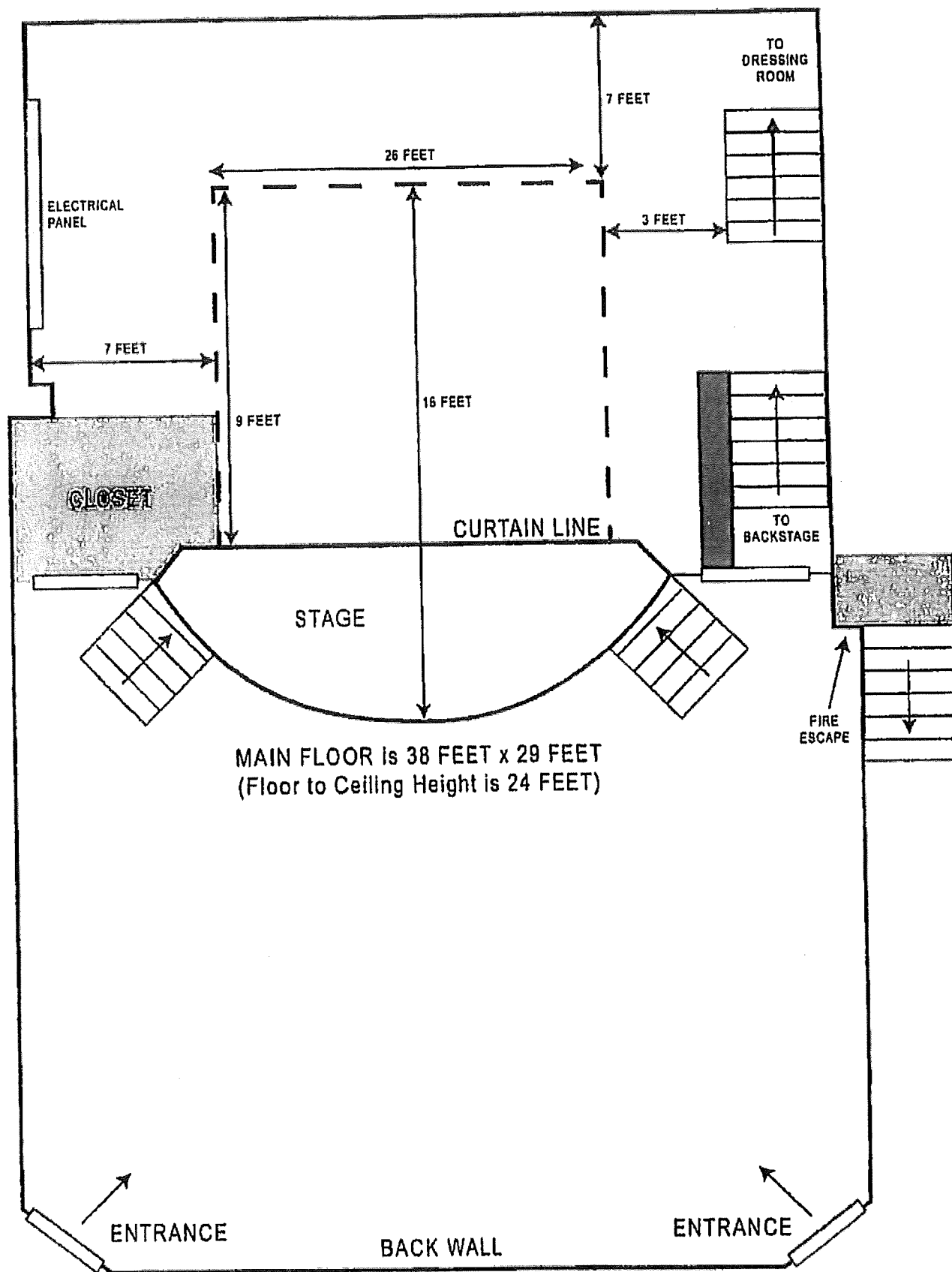
Name

Name

Town Official

Phone Number

Phone Number



ELECTRICAL PANEL

7 FEET

CLOSET

9 FEET

26 FEET

16 FEET

CURTAIN LINE

STAGE

TO DRESSING ROOM

7 FEET

3 FEET

TO BACKSTAGE

FIRE ESCAPE

MAIN FLOOR is 38 FEET x 29 FEET
(Floor to Ceiling Height is 24 FEET)

ENTRANCE

BACK WALL

ENTRANCE



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INFORMATION AND REGULATIONS

1. The Renter(s) is responsible for completing a rental agreement and is required to make payment upon booking unless otherwise stipulated in the agreement.
2. The Renter(s) shall obey and observe all laws, by-laws and regulations of the Town of Aylmer, the Province of Ontario, and the Government of Canada.
3. All user groups/organizations shall obtain and maintain valid general liability insurance (where required) at its own expense, in a form satisfactory to the Town and in an amount of a minimum of two million dollars (\$2,000,000.00) and provide a copy of the certificate of insurance prior to use of the Town's property. Such insurance shall be written by an insurer licensed to conduct business in Ontario and shall include the 'Town of Aylmer' as additional insured with respect to the Renter's operation and obligation under this agreement. The Town reserves the right to request, from time to time, such other amounts and types of insurance due to the specifics of the event; failure to satisfactorily meet these conditions relating to insurance shall be deemed a breach of this agreement.
4. The Renter(s) agrees to indemnify and hold harmless the Corporation of the Town of Aylmer from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises of the Town or the occupancy or use by the Renter. If the Town shall without fault on its part be made a party to any litigation commenced by or against the Renter, then the Renter shall protect, indemnify and hold the Town harmless and shall pay all costs, expenses and legal fees incurred or paid by the Town in connection with such litigation. The Renter shall also pay all costs, expenses and legal fees that may be incurred or paid by the Town in enforcing the terms covenants and conditions of this agreement, unless a court of law shall decide otherwise.
5. The Renter(s) will be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean up is required as a result of the rental. The renter will be responsible for all related charges including an administration fee of a minimum \$100 plus applicable taxes.

6. **Only** Town of Aylmer approved technicians are permitted to operate the light and/or sound equipment. An approved list is available from Town administration. The Renter must contact the technician(s) directly to make the appropriate arrangements for their services. The cost incurred for technician hours will be negotiated directly with the technicians and related costs and payments to be made directly to those individuals and/or company.
7. If the kitchen facilities are used they must be left in a clean and orderly state.
8. If the event includes tents, vendors, preparation and/or selling of food at the facility, the Renter is required to complete a Special Event Agreement Form with the Town.
9. Any function that involves preparing and/or providing food and/or beverage to the public regardless of whether it is free or there is a fee charged, the Renter is responsible to make application to the Elgin St. Thomas Health Unit and must adhere to all of the Health Unit's requirements with respect to but not limited to food preparation, storage and handling.
10. Access to the facility must be during the specified times on the agreement **only**. Should the Renter require access the day prior to their event for personal set-up etc. the facility must be booked and the appropriate payment will be applied.
11. An electronically operated projection screen (approx. 12' x 12') is available, however if this is required for the rental this must be indicated on the rental agreement.
12. Two dressing rooms are located above the stage. If required for the event, this must be indicated on the rental agreement.
13. The facility is normally set in theatre style (rows of chairs). Only Town of Aylmer staff is permitted to handle the tables, chairs and other equipment to accommodate the renter's requirements. A charge will apply to any event that requires a set-up and take-down.
14. Rentals that are using the facility for youth bands are required to provide a minimum of two (2) adult chaperons that must be on site at all times. The names and phone numbers of the chaperons must be listed on the rental agreement.
15. The Renter(s) will be responsible for set-up and take-down of all personal displays. All materials and equipment must be removed from the facility at the conclusion of the event.
16. DO NOT USE tape or tacks on any walls, windows etc. in the facility. The following are prohibited in the facility, but not limited to; open flames, confetti, fog machines, dry ice, or any other type of pyrotechnic devices. Should the event require a prop similar to any of the above, written permission must be granted by Town staff prior to its use.
17. The light switch for the main floor is located behind the kitchen door. The top button is 'on' and the bottom button is 'off'.

18. The Town is not responsible for any personal items that are damaged, missing, lost or stolen.
19. The Renter may post a notice (poster) of their event in the display case located on the south side of the outside entrance of the Old Town Hall Theatre. Remove this notice following the event. Do not tape anything to the front door.
20. Notice of Cancellation shall be made in writing on the required form and submitted to the Town Office at least two (2) weeks prior to the date of the function. All cancellations will result in a \$25.00 administration fee plus applicable taxes.
21. The Town is responsible for providing one piano tuning a year for the Piano. Any Renter who wishes an additional tuning must request this through Town staff and the Renter will be responsible for all costs incurred for additional tuning(s) as well as the regular rental fee.
22. The Renter will be responsible for any charges assessed by the Society of Composers, Authors and Music Publishers of Canada at the most current rate.
23. Rental keys are to be picked up from the Municipal Office, 46 Talbot Street West, Aylmer ON during regular office hours, 8:30 am-4:30 pm Monday-Friday. If it is a weekend or evening rental, ensure the key is picked up before the Town Hall closes. The Town Hall office is closed on Statutory Holidays.
24. The Renter will receive four keys- one key to the outside door allowing access to the lobby area, one key will open the door at the top of the stairs into the theatre, the third key will allow the use of the elevator located in the lobby. For use of the elevator (insert the key into the lock and turn to the 'on' position this will activate the operation buttons on both floors). The fourth key is to the public accessible washroom in the lobby on the ground floor.
25. Before leaving the facility, return the elevator to the second floor and turn the lock to the "off" position thus prohibiting others from accessing the facility.
26. Following the rental, the keys may be placed in Municipal Office mail slot, or return the keys to the office during the next business day. The Town Hall office is closed on Statutory Holidays.
27. If the function is an alcoholic event, this shall be indicated on the rental agreement and the Renter must adhere to the Town's Municipal Alcohol Policy. A copy of the Special Occasion Permit, Insurance and Checklist for Renters must be provided at least 2 weeks prior to the event. Failure to provide this information as required will result in cancellation of rental.
28. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.

29. Ensure all doors are locked at the end of the rental. This facility has a shared lobby with the Library. The main outside entrance door must be locked if the event is outside of the following Library hours.

Monday 9:30am-8:30pm.

Tuesday 9:30am-8:30pm.

Wednesday- Closed

Thursday 9:30 am – 8:30 pm.

Friday/Saturday 9:30 am – 5:00 pm.

Hours may be subject to change, check the listing located outside of the facility, north of the main outside entrance.

30. The stage curtains may be closed and/or opened as per the rental requirements. Under no circumstances are the curtains to be removed or tied back.
31. The Renter is responsible to leave the facility in a neat and tidy manner. Remove all food waste at the time of the departure.
32. All concerns, safety or otherwise, should be reported to Town staff.
33. All requests for fee waivers shall be received no later than 30 days prior to the event.
34. No waiver applications will be received or processed after the 30-day period.
35. The Town reserves the right to decline bookings for staffing and/or safety reasons.
36. This By-law and Fee Schedule are subject to amendments without prior notice.
37. Rates will be adjusted annually by the Ontario All Goods CPI (Consumer Price Index) and any booking beyond the current calendar year shall be subject to the adjusted rate.



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NOTICE OF CANCELLATION

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Date Booked: _____ Date of Event: _____

Name:
Individual/Organization _____

Address: _____ Postal Code: _____

Phone: (Home) _____ (Business) _____

Reason for Cancellation: _____

*Note: cancellation is subject to a \$25.00 administration fee + applicable taxes.

Signature of Renter

Date

For Office Use

For Office Use

Date Received: _____

Action Taken: _____