



TOWN OF AYLMER

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

SPECIAL EVENTS

SPECIAL EVENT RENTAL AGREEMENT

Date of Application: _____

Name of Event: _____

Contact Name: _____

Address: _____ Postal Code _____

Phone: (Home) _____ (Business) _____

Fax: _____ E-mail: _____

Area Requested: Kinsmen _____ Optimist _____ Steen _____

Balmoral _____ Rotary _____ Lions _____ Crystal _____

Pavilion _____ Palmer Bandshell _____ Bandshell Committee Room _____

Basketball Court _____ Tennis Court _____

Date(s) of Event: _____

Time Requested: _____

Time Required (including set-up and take-down) _____

Expected Attendance: _____

Detailed Description of the Event : (attach a separate sheet of paper if required)

List any items that you may need to be provided, such as but not limited to: hydro, water, picnic tables, waste/recycle receptables, bleachers etc.

SPECIAL EVENT RENTAL AGREEMENT

Special Event: an event such as a tournament, community festivities or other such activities as approved by Council.

All Applicable Rental Rates will apply.

Is this an Alcoholic Event Yes _____ No _____

Will you be preparing, cooking, selling Food and/or Beverage to the General Public Yes _____ No _____

Will there be vendors at the event Yes _____ No _____

Will amplifiers be used for speeches/music Yes _____ No _____

Will shade structures be erected Yes _____ No _____

Are bleachers required (pending availability) Yes _____ No _____ # _____

Are picnic tables required (pending availability) Yes _____ No _____ # _____

I have read, understand and agree to abide by the rules and regulations as set forth in this agreement.

Signature of Renter

Date

Town Official

Date

For Office Use Only

Date Received: _____ Paid by (name): _____

Rental Fee: _____ Amount: _____

Additional Fees: _____ Receipt # _____

Additional Fees: _____

Subtotal: _____

Tax: _____

Total: _____

Has Insurance been provided Yes _____ No _____

Has the MAP requirements been met : SOP/Insurance Yes _____ No _____

“Checklist for Renters” Yes _____ No _____

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SPECIAL EVENT RENTAL AGREEMENT **INFORMATION AND REGULATIONS**

1. The Renter(s) must complete a Special Event Rental Agreement with the Town and make required payments prior to use of the facilities and/or grounds
2. The Town reserves the right to accept or deny any application for premises under its jurisdiction.
3. The Renter shall obey and observe all laws, by-laws and regulations of the Town of Aylmer, The Province of Ontario, and the Government of Canada.
4. The Renter 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 shall obtain and maintain valid general liability insurance 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 at least two (2) weeks 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.

6. Control of the facility and equipment shall at all times remain with the Corporation through its management, supervisory, and maintenance employees, excluding contents supplied by the Renter or its members.
7. Any rentals that involve alcohol must conform to all requirements set forth in the Municipal Alcohol Policy for the Town of Aylmer. 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.
8. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.
9. The Town of Aylmer staff will clean and clear the rental space in its entirety, in accordance with its standard practices prior to the event set up.
10. The Renter(s) shall run the function only during the days and hours specified on the rental agreement.
11. 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.
12. Where food and beverage are involved plastics and recyclable materials should be used where possible. Refrain from the use of glass where possible.
13. The Renter shall ensure that during the event all grounds are kept in an orderly fashion and at the end of the event all garbage and food waste must be removed from the facility/grounds.
14. It is the responsibility of the Renter to ensure that all personnel working with or affiliated with the event are aware of and likewise abide by the regulations set forth in this rental agreement.
15. The Renter shall ensure:
 - a) That the maximum number of patrons using the facilities shall not exceed the approved capacity of the facility in use.
 - b) That law and order is preserved.
 - c) No alcoholic beverages will be permitted on the premises unless proper permits are provided and permission has been granted by the Town.
 - d) Vehicles will only be parked on facility grounds designated parking areas only, unless written permission has been granted by the Town.
 - e) No changes or alterations shall be made to any facilities unless written permission has been granted by the Town.
 - f) Confetti/Rice is not permitted on the Town of Aylmer premises.
 - g) Any broken glass, food or beverage spills that may result in personal injury or damage to the facility (grounds) must be attended to immediately.

- h) The washroom facilities must be left in a clean and orderly condition.
 - i) All items that are brought in for the event shall be removed from the facility (grounds) by the end of the event, unless written permission is granted by the Town.
16. All lights must be turned off by 11:00 p.m.
 17. Events that have amplified music and/or speeches etc. may have some restrictions applied, in accordance with Town by-laws.
 18. The Town reserves the right to cancel or postpone any function where safety or other related concerns are present.
 19. The Renter shall be financially responsible to the Town of Aylmer in respect of any or all property damage or vandalism arising out of the use of the facility, grounds or area granted under this agreement. There is a minimum charge of \$100.00 for damage.
 20. It is further agreed that the Town reserves the right to terminate this agreement, to claim all costs of breach against the Renter, to prosecute or suspend, or otherwise penalize the Renter for other representatives for violation of the conditions contained herein.
 21. Notice of cancellation shall be made in writing on the required form and delivered to the Town Office at least 2 weeks prior to the date of the function. All cancellations will result in a \$25.00 administration fee plus applicable taxes.
 22. The Town is not responsible for any personal items or equipment that are damaged, missing, lost or stolen.
 23. All concerns, safety or otherwise, should be reported to the Town.
 24. All requests for fee waivers shall be received no later than 30 days prior to the event.
 25. No waiver applications will be received or processed after the 30-day period.
 26. The Town of Aylmer reserves the right to adjust rental fees and associated charges throughout the term of this by-law.
 27. This By-law and Fee Schedule is subject to amendments without prior notice.
 28. Rates will be adjusted annually by the 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

SPECIAL EVENT RENTAL

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

Date Received: _____

Action Take: _____