



The Township Of Central Frontenac
 P.O. Box 89, Sharbot Lake, Ontario K0H 2P0
 613-279-2935 Fax: 613-279-2422

APPLICATION FOR THE USE OF A COMMUNITY HALL
 PURSUANT TO BY-LAW 2002-124

NAME _____ FACILITY REQUESTED: _____
 (Organization or Applicant) (Kennebec Hall, Olden Hall, Oso Hall or Piccadilly Hall)

Hall	Portion Description	Resident	Non Resident	Capacity Total Under LCBO
Kennebec Community Hall 5998 Arden Rd.	Hall (no kitchen or bar)	\$40.00	\$80.00	116
	Hall with kitchen & bar	\$60.00	\$100.00	
Olden Community Hall 1522 Mountain Grove Rd.	Top Floor	\$40.00	\$55.00	88
	Bottom Floor	\$20.00	\$30.00	55
	Top & Bottom Floor	\$60.00	\$85.00	
Oso Community Hall 1107 Garrett St.	Hall only (no kitchen or bar)	\$40.00	\$80.00	123
	Hall with Kitchen & Bar	\$70.00	\$110.00	
Piccadilly Hall (Hinchinbrooke) 1025 Oak Flats Rd		\$30.00	\$60.00	

Hourly Rate: \$5.00 / hour for usage of three hours or less including set up and clean up.
Service Clubs:(Lions Club or Legion) \$25.00. **Compassionate Rate:** \$10.00 for funeral luncheon at any facility.
Rental Fee: to accompany the application form. Weekly or bi-weekly users may pay on a quarterly basis in advance.
Cancellation: must be made prior to set up and/or possession. Regular users will receive a credit and one time users will receive a refund.
 A resident is defined as any person(s) paying taxes to the Township of Central Frontenac or living within the boundaries of the Township.

DATE(S) OF USE: _____ TIME FROM: _____ AM / PM TO: _____ AM / PM
 PURPOSE OF USE: _____ NUMBER OF PERSONS EXPECTED _____

LIQUOR PERMIT:

YES _____ NO _____

Permit copy to be provided prior to the event.
Proof of successful completion of server training must be provided for servers of liquor.

A \$100.00 refundable damage deposit required with a liquor license.

The township retains the right to refuse or to cancel any rental agreement. If any user shows careless, deliberate, or persistent disregard for the regulations, a rental agreement may be cancelled without notice or an application refused.

I/We have read the rules and regulations attached to this form pertaining to the use of Township Facilities. We agree to exercise the utmost care in the use of the premises and property and to make good any damage arising from our occupancy or use of any portion of the building or premises.

APPLICANT (FUNCTION SUPERVISOR): _____ TELEPHONE _____

ADDRESS _____ SIGNATURE _____

Office Use Only:

Payment: \$ _____ Receipt # _____ Date Received _____

Cashier: _____ Notes: _____



RULES AND REGULATIONS GOVERNING USE OF THE COMMUNITY HALLS WITHIN THE TOWNSHIP OF CENTRAL FRONTENAC

The Community Halls governed by these rules and regulations are known as Kennebec Community Hall, Olden Community Hall, Oso Community Hall and Piccadilly Hall. The former municipal offices are located in the Districts of Hinchinbrooke, Kennebec and Olden.

General Conditions

1. The Community Halls within the Township of Central Frontenac and the former municipal offices in the Districts of Hinchinbrooke, Kennebec and Olden may be used by responsible groups and organizations for community services, social functions and events.
2. The user shall be financially responsible for any and all property damage resulting from the use of any of these Community Halls and former offices.
3. The user shall provide responsible adult supervision of a function as may be required by the Township.
4. All renters/users shall be responsible for his/her functions set up and clean up, tables to be wiped prior to storage and leave the facility in the condition in which it was found.
5. A copy of the license issued by the Liquor Licensing Board shall be provided to the Township before any consumption and sale of alcoholic beverages is allowed on any township property. **Proof of Liability Insurance shall be provided or purchased from the Township at \$108.00 per event..**
6. A copy of successful completion of a server training course, for every server of alcohol, must accompany a copy of liquor license
7. The user shall confine activities to the facilities specified in the rental agreement. All other areas shall be "OUT OF BOUNDS"
8. All exits from the Community Halls and former offices shall be kept free and accessible at all times.
9. The renter/user shall provide the name of the "person in Charge" at the function.
10. Any use or attempted use by one organization in the name of another shall result in the immediate cancellation of the original rental permit.
11. The Township of Central Frontenac reserves the right to refuse or to cancel any rental agreement. If any renter/user shows careless, deliberate, or persistent disregard for the regulations, a rental agreement may be cancelled without notice or an application refused.

Scenery and Decorations

1. All scenery, decorations and associated electrical connections shall meet the approval of the Township of Central Frontenac Fire Department. It is the responsibility of the user to insure such approval.
2. No equipment or scenery shall block exits or be placed in such a way as to be hazardous to the public.
3. Decorations used shall be fire retardant and shall not be used in any manner which will leave a permanent mark on the building.
4. Only masking tape or non-abrasive, non-marking substance shall be used to adhere decorations.

Tables and Chairs

1. Community hall/former office rental/use includes the inside use of the tables and chairs located at that facility.
2. Tables and chairs shall not be used for outdoor purposes.
3. Tables and chairs shall not be loaned or rented except for a municipal sponsored event.

Rental Fees

1. Hall rental shall be paid in advance. Any damages shall be paid for over and above the rental fee.
2. Booking of the facility shall be completed at the municipal office upon the receipt of a signed rental agreement form and the applicable fee.
3. Rental fees apply to all users with the exception of Council and bonafide Committees of Council for municipal purposes. A bonafide Committee of Council is defined as a committee approved by Council with one or two members of Council appointed to the Committee, and all finances of the committee directed by or at least approved by Council.