



Policies & Procedures Manual

Section: 1.0 Facilities

Policy: Rental Policies for RHCC

By-Law: 2000-68

Date: August 22, 2002

Pages: 8

Revision:

Coverage: This policy shall govern all policies, rates and standards for rental of rooms and facilities in the Ripley Huron Community Centre.

Policy Statement: The Township of Huron-Kinloss is committed to providing the renter with an agreement to ensure proper set-up and supplies of our facilities.

Legislative Authority: N/A

Contents: All persons renting the facility must complete a Rental Agreement accompanied by the proper deposits.

Ripley-Huron Community Centre
17 Queen Street, Box 130
Ripley, Ontario
N0G 2R0

Rental Date:

Dear:

Please accept this notice regarding the rental of the Ripley-Huron Community Centre. The attached rental agreement is not valid until the contract is completed and returned with a deposit.

We kindly ask you to complete the following agreement with details of your rental, in order that we can ensure you of the proper set-ups and supplies. This information will aid our staff in better serving you.

All persons renting the facility must complete a Rental Agreement accompanied by the proper deposits. You must read and understand the rental contract. This contract must be strictly adhered to.

We thank you for your co-operation and for choosing to use the Ripley-Huron Community Centre for your function. Our staff will do their best to ensure that your event runs safely and smoothly.

Yours truly,

Mike Fair,
Director of Community Services

RENTAL AGREEMENT FOR THE RIPLEY-HURON COMMUNITY CENTRE
(This is a Non Smoking Facility)

- 1) This agreement remains in effect until the premises are vacated following any rental. All rentals will end no later than 1:00 a.m., at which time the building must be vacated. All properties of the renter shall be removed no later than 1:45 am. The renter must not leave the building until all guests or patrons have vacated.
- 2) An additional fee of \$50.00 will be charged to the renter if the building is not vacated by 1:45 a.m. and an additional \$50.00 for each 15 minutes following.
- 3) The renter shall be responsible for the conduct and behaviour of the patrons. The renter shall in no way hold the Township of Huron Kinloss, its volunteers, and employees, responsible in any way for losses, personal injury, accidents, or loss of property to the renter or guest of the renter during the term of this agreement.
- 4) The renter shall be responsible for the replacement of all breakage, fixtures, dishes, or equipment, in addition to any damages to the facility including theft or illegal possession of Community Centre properties.
- 5) Decorations are not permitted to be affixed to the internal or external of the building without the consent of the Recreation Department Staff. Confetti is not permitted in the building or within 20 ft. of the building. If early entry is required for set up or decorating purposes, you must make arrangements to have all necessary people or services bring their supplies at the same time. (i.e. caterers, decorators, DJ's, liquor.) You may not be granted permission for early entry at any other time, so please try to have everything ready within the same time frame. There is an additional fee \$50 associated with early /additional entry requirements
- 6) You will be required to pay (as per rate schedule attached) for each decoration affixed to the ceilings, or any other decoration requiring staff assistance. Please be advised that "Water Troughs" and "Water Fountains" are not permitted
- 7) Social Evenings (Stag and Does, etc.) will not permit the entry of persons under the age of nineteen. The Corporation of the Township of Huron-Kinloss shall require the presence of no less than two (2) Security personnel for the duration of STAG & Doe type event. The cost to be borne by the sponsoring group or individual. The Municipal staff will book the Security.
- 8) Please be advised that food must be provided by the Renter. The food must be made available no later than 11:00 p.m.
- 9) All alcohol must be cleared from the patrons no later than 1:45am.
- 10) The renter is responsible to assure that all drinks are poured into glasses and must not be allowed on the dance floor under any circumstances.
- 11) Games of skill are permitted. In games of skill, the element of chance is virtually non-existent. Checkers, chess, bowling, tennis, golf, putting contests and all

sports contests are examples of games of skill. Games of chance are prohibited. Games of Chance, sometimes called “mechanical games,” do not involve any element of skill. Games of chance are the most popular form of gambling. There are hundreds of these games, including raffles, bingo, wheels of fortune, Break Open Tickets, and 50/50 draws, these games will not be permitted on or within Municipal Property or Buildings, unless you meet the legal requirements and are able to obtain a lottery license from the Municipality. For more information regarding lottery licensing please reference the following website www.agco.on.ca/llpm/en/chap3.pdf

- 12) Any violation of any condition of this agreement authorizes staff to discontinue the rental immediately.
- 13) All rental and related charges must be paid within 30 days of invoice.
- 14) The Township of Huron - Kinloss endeavours to ensure the suitability of the premise that it is renting to the renter. If something comes to the attention of the Renter that there is a deficiency in anyway, the Renter shall notify the Staff immediately in order to enable the Township to rectify the deficiency. The parties agree that continued use by the Renter shall absolve the Township from any property damage or bodily injury, which may occur.
- 15) The undersigned shall at all times hereinafter save harmless and keep indemnified the Township, its employees or agents from and against all claims and proceedings by whomsoever made, brought or prosecuted, in any manner based upon, arising out of or attributable to the Township's execution of this agreement.
- 16) The renter must ensure that all wine glasses and wine are removed from the tables according to the special occasion permit specifications.
- 17) Additional Liability Insurance: The Township of Huron-Kinloss recommends that any renter contact their insurance provider to determine if any additional personal insurance is required.

LIQUOR EVENT – RESPONSIBILITIES

All bartenders, security, ticket sellers, event organizers and Licensee staff are responsible for:

- Checking identification at any time of anybody thought to be under the age of 25.
- Ensuring all persons in attendance are 19 years or older, unless minors allowed.
- Reporting people suspected to be under the age of 19 to security personnel.
- Refuse admittance or alcohol service to anyone who appears to be intoxicated.
- No consumption of alcoholic beverages before, during or after working at the event.
- Ensuring no illegal activities such as drug use or consumption of personal alcohol is taking place.

JOB SPECIFIC RESPONSIBILITIES:

Security:

- Vigilantly checking I.D. of each person entering the event; especially those that appear to be under the age of 25.
- Quiz people on various areas of I.D. shown. No person under the age of 19 is to be permitted into the licenced area unless minors allowed to event, in which case all attendees 19 and older will be wrist banded.
- Monitor licensed premises for intoxicated persons at all times.
- Minors not allowed into Stag and Doe events.
- Keep accurate counts of the number of people entering/leaving event.
- Report false I.D. use to the Police.
- Report unruly patrons to the Police.
- Refuse admittance to anybody who appears to be intoxicated.
- Check for outside alcohol being brought into the facility.
- Consult with other personnel at the event regularly regarding patrons suspected to be under the age of 19 and consuming alcohol.
- Regularly monitor all exits, bar area, washrooms, dance floor, seating area and parking lot.
- Check and prevent alcohol from entering facility.

Ticket Sellers:

- Sell no more than 6 bar tickets to a person at any one time.
- Reduce ticket sales to a maximum of 5 bar tickets to a person at any one time after 12:00 midnight.
- Stop all ticket sales at 12:45am. Drink Ticket Refunds must be take place by 1:00 am.
- Do not sell bar tickets to anybody suspected of being intoxicated or under the age of 19.

Bar Tenders:

- Monitor the entire Licenced area every ½ hour to clear empty glasses off tables. This is an excellent opportunity to keep an eye on the attendees to ensure over consumption does not occur and minors are not consuming alcohol.
- Serve no more than 2 drinks to any one person at any time.
- Refuse service of alcohol to any person who appears to be intoxicated.
- Report anybody who appears to be intoxicated to security.
- Keep people moving through the bar area; do not allow people to stand around in front of the bar.
- Close bar at 1:00 am sharp.
- Remove all signs of alcohol service from tables and event area by no later than 45 minutes after the bar closes.
- These responsibilities are to be reviewed with all event personnel prior to their shift.
- A copy of this is to be provided to all security personnel prior to the beginning of their shift.

DEFINITION OF A DRINK:

A standard drink consists of one of the following:

1oz of liquor

Share

14oz Draught Beer

Revenue Share

341 mil Bottle / Can of Beer

5 oz glass of wine

Coolers

PRICING STRUCTURE:

Regular Price \$4.00

Base Price \$3.00 *no Gross Revenue*

Dressing Room \$2.50 *no Gross*

Procedures

FACILITY OPERATORS

- Monitor the event location area every half hour to clear empty glasses off tables
- Monitor event location area continuously for attendees who appear to be intoxicated or under the age 19.
- Prevent outside alcohol being brought into the facility.
- Regularly monitor the parking lots to ensure alcohol is not being consumed and no illegal activities are taking place.
- Turn all lights on at 1:00 am to signal the end of bar service
- Ensure ticket sales stop at 12:45 am and bar service stops at 1:00 am

SERVICE CLUB EVENTS

- Every event will have a distinctive alcohol tickets. Alcohol tickets from past events will not be accepted.
- The Ripley-Huron Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the night deposit box.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- The Facility and Recreation Supervisor will determine the cost of all of the expenses associated with the sale and service of alcohol for the event.

STAG & DOES

- The Ripley-Huron Recreation Department will provide bartenders. **Alcohol ticket sellers will be supplied if required.** The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- Minors will not be allowed.
- The Ripley-Huron Recreation Department will schedule security as required.
- The Ripley-Huron Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- The renter is responsible for all **advertising and admissions**
- Every event will have a distinctive alcohol tickets. Alcohol tickets from past events will not be accepted.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the night deposit box.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- The Facility and Recreation Supervisor will determine the cost of all of the expenses associated with the sale and service of alcohol for the event.

Ripley Huron Community Centre
Box 130 , 17 Queen St
Ripley, Ontario NOG 2R0
519-395-2909

Rental Agreement and Checklist

Name of Renter: _____

Address: _____

Telephone # _____ Email: _____

Today's Date _____ Date of Rental _____

Location: 1) Arena Floor _____ 2) Auditorium _____ 3) Social Room _____

Function Type:

Social Evening (Stag/Doe) for _____

Fundraising _____ for _____

Wedding _____ for _____

Other _____ for _____

Price \$ _____ Subject to change

Deposit Paid 1) Arena or Auditorium - \$100.00 _____

2) Social Evening (Stag & Doe) \$ 300.00 _____

All deposits are non-refundable.

In the event that this function will be serving alcohol the Renter must be presented with the Alcohol Policy as required by the Ripley Huron Community Centre.

_____ **received the Alcohol Policy as required for this function.**

(name of Renter)

Would you like your event posted on the Huron-Kinloss Website? Yes No (please circle)

Estimated Attendance _____

Set-up

Instructions: _____

Early Entry Requirements _____

Caterer Name: _____ Arrival Time _____

Disc Jockey Name _____ Arrival Time _____

Decorating Arrival Time _____ Depart time _____

Event start Time _____ End Time _____

I have read and understand the conditions of the rental agreement set forth for the rental of the Municipal Facility and Hereby agree to rent the Facility under the terms listed.

Signature Responsible for Rental

Date Signed

Please note: Rental is confirmed when the above contract is completed and signed by renter AND signed and filed at the Ripley Recreation Dept Office WITH Deposit!!!

Mike Fair,
Director of Community Services

Kim Reid,
Administrative

RIPLEY HURON COMMUNITY CENTRE – RENTAL RATES
Schedule “A” – 2012-29 Facility and Program Rates

Description	Cost (plus HST)
OPP Paid Duty Security 0-500=2 / 500-1000=4	Rate determined by OPP or Security Company
Lessee Liability	Renter must purchase
Arena Floor	\$350.00
Arena Floor Licenced Event 4 pm – 1 am	\$625.00
Arena Floor Licenced Wedding 9am – 1 am	\$835.00
Auditorium Basic	\$100.00 for 6 hours + \$20.00 / hour over 6 hours
Auditorium Licenced Event 4 pm – 1 am	\$425.00
Auditorium Licenced Wedding 9 am – 1 am	\$635.00
Auditorium New Years Eve	\$550.00
Auditorium Kitchen (Stove)	\$30.00
Meeting Room Occasional	\$40.00 for 3.5 hours + \$25.00 / hour over 3.5 hours
Meeting Room Monthly	\$30.00
Meeting Room Weekly	\$25.00
Meeting Room Kitchen (Dish,Stove,etc)	\$50.00
Meeting Room Licenced	\$150.00
Wine Glass(we wash)	\$3.95/ dozen Breakage \$3.00 each
Ice Flat rate	\$20.00
Decoration Installation by staff, always billed to renter	\$30.00/hr
Plastic White Table 300 ft	\$25.00/roll
Linen Table Cloths Forest Green (40 cloths)	\$6.50/each
Liquor Pourer, Water Jug, Ice spoons, Ice Tubs	N/C
Tables each if rented off premises	\$2.00
Chair each if rented off premises	\$0.30
Table / Chair Minimum Chg	\$20.00
Building not vacated by 1:45 am	\$50.00
Every 15 minutes after 1:45 am	\$50.00
Breakage Fee	Cost plus \$10.00 Administration fee
Funeral Receptions	By Donation
Benefit Dances	By Donation
Additional Entry Fee	\$50.00 / hr
Prior Day Decorating & Set-up Fee 9 am – 2 pm (if available)	\$125.00