

## Emo-LaVallee Community Centre

### Save Harmless Agreement

In consideration of acceptance of the lease agreement or being granted permission to use the Emo-LaVallee Community Centre and/or Arena and realizing there are inherent risks or dangers in using or carrying on activities in this type of building. I/We or our organization or corporation agree to save harmless and keep indemnified, the Corporation of the Municipality of Emo and the Corporation of the Municipality of LaVallee, it's organizers and their respective agents, officials, servants, and representatives from and against all claims, actions, costs, and expenses and demands in respect to death, injury, loss or damage to our personal or business property, howsoever caused arising out of or in connection with my/our taking part in any activity and notwithstanding that the same may have been contributed to or occasioned by the negligence of the said bodies or any of them, their agents, officials, servants, or representatives. It is understood and agreed that this Agreement is to be binding on myself, ourselves, my heirs, our heirs, executor, and assignors.

---

I hereby deposit the sum of \$ \_\_\_\_\_ cash with the said owner/manager as a deposit against any damage being done to the said premises or equipment during my occupancy. Renters shall be deemed responsible and liable for damages and costs over and above the damage deposit. The cost of repairing any such damage or the amount of any additional rental may be charged to such deposit and I agree to be responsible for any deficiencies, including cleaning or replacing any damaged tables or chairs. **I agree to cover all expenses on any damages to the facility during rental period.** *The balance of the deposit after any such deductions or the entire deposit, if no deductions are required, shall be returned to me after the above date.*

\*As of January 1, 1979, no person under the age of nineteen (19) years shall be admitted to an event held under the authority of a special occasion permit unless the applicant has specified in his/her application that he/she intends to admit persons under the age of nineteen (19).

\*Liquor permits must comply with the Emo-LaVallee Community Centre Board Alcohol Policy – no minors permitted except for family socials (i.e. anniversaries) and weddings.

\*A copy of liquor permit must be deposited at the Emo Municipal Office prior to the issuance of the keys and no later than the date of the rental. The original Special Occasion Permit must be posted in bar area during event.

\*If alcohol is to be served, an “Alcohol Liability Insurance Policy”, in the name of the liquor permit holder, must be in place prior to the start of the function. (For their protection, members of the function's organizing committee should also be added as “named insureds”.)

\*A copy of proof of “Alcohol Liability Insurance” must be faxed or delivered to the Emo Municipal Office prior to the commencement of the event.

If there are any contraventions of the above agreement this contract becomes null and void immediately.

I/We assume all responsibility for the building during the time of my/our rental.

The damage deposit will be refunded after the managers inspection, providing **ALL RULES ARE OBEYED, on the attached Hall Rules and Regulations.** ..2

## **RULES AND REGULATIONS**

1. Bookings must be made in the Emo Municipal Office.  
Deposit required to confirm booking – Hall \$50.00, Ice Surface \$150.00.  
Cancellation of hall/ice surface booking must be made at least four weeks prior to function; otherwise, rental deposit will not be refunded.
2. Tables and chairs to be cleaned and put back in proper places.
3. Wash coffee pots and dishes you may have used and put away.
4. Clean up must be done immediately following the function or the next morning.  
Take down all decorations and masking tape. Do not use staples or tacks.
5. Take all garbage (including bathroom garbage) to outside bins.
6. Hall/ice surface floors are to be swept and left clean upon leaving premises.
7. If hall/ice surface is not left as mentioned above after being used your \$50.00/\$150.00 deposit will not be refunded.
8. Any damages incurred during the functions will be charged to the renter.
9. Liquor permit is required where alcoholic beverages are served, age of majority is mandatory at all licensed functions except for family socials and weddings.
10. The renter will be given keys to the Arena the day before the function and keys must be returned the first working day after the function.
11. The renter will be responsible for supervision of the function and observe that all liquor laws are strictly adhered to.
12. Shut off all lights, air conditioner and fans, making certain doors for exterior fans are secured.
13. The renter will be responsible for closing up Arena, making certain all doors are locked.
14. No liquor allowed in the bar area except on the day of the function. All liquor, gifts, monies etc. must be taken out the night of the function.
15. Emo-LaVallee Community Centre Manager or designate and/or O.P.P. may enter Hall at anytime during event dates. Emo-LaVallee Community Centre Manager or designate may ask RESPONSIBLE RENTER to leave premises if deemed necessary for any reason unsuitable upon their discretion.

16. All bartenders are required to have a Smart Serve certificate, in order to serve alcohol at the Emo-LaVallee Community Centre.
17. Liquor permits must comply with Emo-LaVallee Community Centre Board Policy – No Minors permitted except for family socials and weddings.
18. A copy of the liquor permit and proof of Party Alcohol Liability insurance coverage must be deposited at the Emo Municipal Office prior to scheduled function and issuance of hall key.
19. EFFECTIVE DECEMBER 1, 2002 THE EMO-LAVALLEE COMMUNITY CENTRE IS A SMOKE-FREE PUBLIC FACILITY, IN IT'S ENTIRETY.

Thank you for your co-operation.

EMO-LAVALLEE COMMUNITY CENTRE BOARD.

**I, the Undersigned RESPONSIBLE RENTER have read the above EMO-LAVALLEE COMMUNITY CENTRE ALL RULES AND REGULATIONS and understand clearly what is expected as being a RESPONSIBLE RENTER.**

Responsible Renter: \_\_\_\_\_ (print name)

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

L.L.B.O. Licence #: \_\_\_\_\_ under the authority of the Liquor Licence Act

Bartenders(s): \_\_\_\_\_

Date of Function: \_\_\_\_\_

Responsible Renter Signature: \_\_\_\_\_

Deposit Returned:    Yes            or            No

Reason Deposit was not Returned: \_\_\_\_\_

## Special Occasion Permit

### TO WHOM IT MAY CONCERN:

You have received a Special Permit to serve liquor at your event.

The Ontario Provincial Police Detachment at Emo would like to take this time to wish you all the success and hope your event concludes without incident.

We have provided a few of the main conditions regarding the issuing of the permit that you may or may not know. We hope that it will be of benefit to you in preparation for your event.

**Regulation 549 – Section 28(3):** The permit holder shall provide security sufficient to ensure that unauthorized persons do not attend the event, and to insure that the conditions of the permit and the requirements of the Act are observed.

**Regulation 549 – Section 29(1):** Liquor may be sold and served under a permit only during the hours specified in the permit.

**Regulation 549 – Section 30:** All evidence of the service and consumption of liquor must be removed within 45 minutes after the end of the period during which liquor may be sold and served under the permit.

**Regulation 549 – Section 38:** The permit holder shall not admit a person under nineteen years of age to an event unless the application for the permit indicated that persons under nineteen years of age were to be admitted to the event.

**Regulation 549 – Section 39(1):** The permit holder shall inspect an item of identification of a person apparently under the age of nineteen before admitting.

**Regulation 549 – Section 39(2):** If underage are allowed entrance the permit holder shall inspect an item of identification before serving person.

### **Regulation 549 – Section 39(3):**

Identification:

- Drivers Licence
- Canadian Passport
- Citizenship Card
- Armed Forces I.D.

**Regulation 549 – Section 29:** No person shall sell or supply, or permit liquor to be sold, to any person who is, or appears to be, intoxicated.

These Sections are only a few of the Regulations regarding permits. Any questions regarding these Sections or other Sections of the Liquor Licence Act may be directed to the Ontario Provincial Police in Emo.

Please remember: Don't drink and drive either vehicle or vessel and promote the Designated Drivers.