

TOWN OF PENETANGUISHENE RECREATION & COMMUNITY SERVICES DEPARTMENT P.O. Box/C.P. 5009 – 10 rue Robert ouest/West, Penetanguishene, ON. L9M 2G2 Tel. (705) 549-2150 Ext. 401/email: njackson@penetanguishene.ca								
	FAC			PERMIT (NO		L)		
		Penet	<u> </u>	e Centennial M				
FACILITY:	Great Hal	1		CONTRACT #:				_
	Museum	Grounds		DATE:				_
PURPOSE:				EXPECT	ED ATTEN	DANCE: _		
USER GROUP:								
ADDRESS:				POSTAL CODE:				
TELEPHONE:					DDRESS:			
DAYS/DATES OF	START	END	# OF	# OF DAYS	COST	SUB	H.S.T.	TOTAL
USAGE	TIME	TIME	HOURS			TOTAL		
Great Hall (Capacity								
59 People) Daily: Member				Per/hour	\$10.00			
Non-Member				Per/hour	\$15.00			
Evening: Member				Per/hour	\$25.00			
Non-Member				Per/hour	\$30.00			
Museum Grounds				i en noui	\$20.00			
Regular				Up to 12 hours	\$400.00			
Non-Profit				Up to 12 hours	\$250.00			
Extra Services-								
Museum Grounds								
Sound system					\$100.00			
Barbeque rentals				Up to 4 hours	\$50.00			
Extra tent (20x20)				_	\$50.00			
Tables & chairs					\$50.00			
Art Exhibition Rental								
4 Weeks					\$50.00			
6 Weeks					\$65.00			
8 Weeks					\$80.00			
BFL INSURANCE								
Non-Sporting Events								
Up to 100 people No alcohol served				Per meeting	\$1.80			

Child/Adult Parties						
Up to 75 people	Up to 1 hour	\$6.00				
No alcohol served	Up to 4 hours	\$9.00				
	Up to 8 hours	\$18.00				
TOTAL						
BFL INSURANCE NEEDED	TOTAL PA	AYABLE (Includes Taxes) _				
Comments/Instructions:						
PAYMENT METHOD:	PAVMENT REC'D	AMOUNT: \$				
		ANOON1. \$				
Penetanguishene. The Permit Holder also a Corporation of the Town of Penetanguish The undersigned further agrees to be bound	grees to carry public liability insura- tene as co-insured. I by this permit and the Terms and G	he negligence of the Corporation of the Town ince of not less than \$2,000,000 dollars, naming T Conditions contained herein and attached hereto, a				
hereby warrants and executes this permit of Licensee with his/her signature.	on behalf of the user group and has	sufficient power, authority, and capacity to bind				
The Town of Penetanguishene hereby gran Agreement contained herein and attached herein	-	outlined, subject to the terms and conditions of t greement.				
Dated:	Dated:	Dated:				
Signature of Permit Holder		Facilities Manager				
		ant to Freedom of Information and Protection of Privacy legislat s collection should be directed to the Town Clerk at 705-549-743				
	TERMS & CONDITIO	NS				
Rental of any Town of Penetanguishene m attached hereto.	unicipal facility constitutes acceptance	ce of the Terms and Conditions contained herein a				
How Do I Rent a Facility?						
Complete the necessary Facility Rental Perr Facilities Special Event Permit for all small	special event functions (including par sions, etc.). To host a large event (ex.	Permit for outdoor facilities, parks & amenities, and rties, fundraisers, wedding receptions, family- Festival, championship sporting event) please eation & Event Coordinator.				

Proof of applicable general liability insurance must accompany the permit application unless otherwise stated.

Payment of applicable fees (Damage Deposit and Rental Fees) must be paid to the Town of Penetanguishene.

Payment Information

Your Permit will outline all requirements and service charges. Payment for facility rentals unless otherwise stated, must be made not less than thirty (30) business days prior to the date of the function or event, Payment will be accepted in the form cash, cheque or money order, payable to the Town of Penetanguishene, or by VISA, MasterCard or Interact. Duplicate receipts will be subject to a \$10.00 administrative fee.

Returned (NSF) Cheques

The Town of Penetanguishene will charge an administrative fee of \$40.00 for cheques that are returned to us by the bank. If this should occur, you will be required to replace your original with CASH or CERTIFIED CHEQUE, made payable to the Town of Penetanguishene, in the amount of the total program registration fee plus the \$40.00 administration fee.

Cancellation and Refund Policy

If you cancel your booking(s) with more than thirty (30) days notification, you will receive a full refund of applicable fees and damage deposit fees paid minus a \$10.00 administration fee per booking.

If you cancel your special event booking(s) with less than thirty (30) business days notification, you will forfeit your full damage deposit fee.

If you cancel a regular (repeat) booking with less than seven (7) business day notification, you will be charged the applicable fees for that booking date.

All cancellations must be made in writing to the attention of the Facilities Manager or designate. Please allow 2-3 weeks to process refunds.

Health Considerations

Permit Holders shall and do agree to comply with all applicable provincial orders and directives, guidelines of public health authorities including those issued by the Province of Ontario and the Simcoe Muskoka Regional Health Unit. In addition, the permit holder shall and does agree to comply with guidelines, protocols, directives, etc., issued by the Permit Holder's governing organization(s) and/or its insurers.

Special Occasions Functions

Functions serving alcohol are required to obtain a Special Occasions Permit from the Liquor Licensing Board of Ontario and adhere to all the regulations of the Town of Penetanguishene as outlined in our Alcohol Risk Management Policy. The Permit Holder agrees to provide paid Duty Officers or Security coverage at their expense, as deemed necessary by Town staff.

SOCAN

The Society of Composers, Authors, and Music Publishers of Canada (SOCAN) is a Canadian owned, non-profit organization that protects the rights and copyrights of composers, authors, and publishers in the music industry. Fees apply to concerts, exhibitions, fairs, skating rinks, parties' receptions, dinners, dances, banquets, shows, athletic events, family gatherings held outside the home, etc., where music is played. SOCAN fees are payable by the permit holder. The Town of Penetanguishene collects and forwards 100% of this fee to SOCAN. THE TOWN OF PENETANGUISHENE RESERVES THE RIGHT TO CANCEL THIS CONTRACT FOR ANY REASON, AT SUCH TIME ALL DEPOSITS WILL BE RETURNEED. THIS PERMIT IS NOT TRANSFERABLE.