



**PENETANGUISHENE CENTENNIAL MUSEUM**  
**13 Burke Street Penetanguishene, ON L9M 1C1**  
**Tel: (705) 549-2150 Email: njackson@penetanguishene.ca**

**FACILITY RENTAL PERMIT (NO ALCOHOL)**

**FACILITY:**       Great Hall      **CONTRACT #:** \_\_\_\_\_

Museum Grounds      **DATE:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_      **EXPECTED ATTENDANCE:** \_\_\_\_\_

**USER GROUP:** \_\_\_\_\_      **CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_      **POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_      **EMAIL ADDRESS:** \_\_\_\_\_

<b>DAYS/DATES OF USAGE</b>	<b>START TIME</b>	<b>END TIME</b>	<b># OF HOURS</b>	<b># OF DAYS</b>	<b>COST</b>	<b>SUB TOTAL</b>	<b>H.S.T.</b>	<b>TOTAL</b>
<b>Great Hall (Capacity 59 People)</b>								
Daily: Member				Per/hour	\$10.00			
Non-Member				Per/hour	\$15.00			
Evening: Member				Per/hour	\$25.00			
Non-Member				Per/hour	\$30.00			
<b>Museum Grounds</b>								
Regular				Up to 12 hours	\$400.00			
Non-Profit				Up to 12 hours	\$250.00			
<b>Extra Services- Museum Grounds</b>								
Sound system					\$100.00			
Barbeque rentals				Up to 4 hours	\$50.00			
Extra tent (20x20)					\$50.00			
Tables & chairs					\$50.00			
<b>Art Exhibition Rental</b>								
4 Weeks					\$50.00			
6 Weeks					\$65.00			
8 Weeks					\$80.00			
<b>BFL INSURANCE</b>								
<b>Non-Sporting Events</b>								
Up to 100 people				Per meeting	\$1.90			
No alcohol served								
<b>Child/Adult Parties</b>								
Up to 75 people				Up to 1 hour	\$7.00			
No alcohol served				Up to 4 hours	\$10.00			
				Up to 8 hours	\$19.00			
<b>TOTAL</b>								

**BFL INSURANCE NEEDED**

**TOTAL PAYABLE (Includes Taxes) \_**

**Comments/Instructions:**

**PAYMENT METHOD:** \_\_\_\_\_ **PAYMENT REC'D:** \_\_\_\_\_ **AMOUNT: \$** \_\_\_\_\_

The undersigned agrees to indemnify the Corporation of the Town of Penetanguishene of all claims arising in relation to the Permit Holder's usage of the facilities provided such claims are not caused by the negligence of the Corporation of the Town of Penetanguishene. The Permit Holder also agrees to carry public liability insurance of not less than \$2,000,000 dollars, naming **The Corporation of the Town of Penetanguishene** as co-insured.

The undersigned further agrees to be bound by this permit and the Terms and Conditions contained herein and attached hereto, and hereby warrants and executes this permit on behalf of the user group and has sufficient power, authority, and capacity to bind the Licensee with his/her signature.

The Town of Penetanguishene hereby grants permission to use the facilities as outlined, subject to the terms and conditions of this Agreement contained herein and attached hereto, all of which form part of this Agreement.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Facilities Manager

Notice of Collection/Use/Disclosure. Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of renting municipal property or facility space. Questions about this collection should be directed to the Town Clerk at 705-549-7453.

**TERMS & CONDITIONS**

Rental of any Town of Penetanguishene municipal facility constitutes acceptance of the Terms and Conditions contained herein and attached hereto.

**How Do I Rent a Facility?**

Complete the necessary Facility Rental Permit for indoor facilities, Sports Field Permit for outdoor facilities, parks & amenities, and a Facilities Special Event Permit for all small special event functions (including parties, fundraisers, wedding receptions, family-picnics, religious services, all licensed occasions, etc.). To host a large event (ex. Festival, championship sporting event) please complete a Request to Host a Special Event Application and/or contact the Recreation & 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 RETURNED. THIS PERMIT IS NOT TRANSFERABLE.**