



Guidelines for Hall and Gym Bookings

Payments

Payment for facility rentals is required 1 month or 30 days prior to use of the facility.

For single use or last-minute bookings, payments are due at the time of the booking confirmation.

Cancellations

Written notice is required for all cancellations and changes to a rental agreement.

Once a signed rental agreement has been returned to the Booking Clerk (minimum one month or 30 days prior to the rental) a \$30 Administrative Fee will be charged to the Renter for any cancellations or changes to the contract up to 2 weeks prior to the rental in question.

Notice of cancellations or changes to a contract (reduction in time or changes to a date) within two weeks or 10 business days is considered last minute and may result in no refund.

Liquor License

Liquor licenses issued by the Alcohol and Gaming Commission of Ontario (AGCO) are mandatory for all functions serving alcoholic beverages. No alcohol is permitted outside the rented facility. The renter is responsible for obtaining their liquor license. A copy of the Special Occasions Permit and Smart Serve are to be given to the Township of Essa prior to the event.

Liability Insurance

Special Occasion Insurance is mandatory for all rentals. A minimum of \$2,000,000 policy with the Township of Essa named as additional insured. Rates are determined by activity and number of attendees, ensure you have this information available when applying. Insurance can be purchased through Pal Canada or Duuo. Renters are welcome to purchase insurance through any broker provided it meets the requirements of the Township.

Facility Usage

Décor: Sparkles, glitter, confetti and rice are not permitted in Township facilities. The facilities may not be altered in any way. Use of painters' tape is permitted however other adhesives such as scotch tape, nails, tacks, screws or similar articles are not permitted. Open flames, propane tanks, fires, fog machines and fireworks are not permitted inside Township facilities. Damage to Township property will be paid for at the Permit Holders expense.

The renter is responsible for their own caterer, as well the renter can provide their own food.

No Smoking

The Township of Essa has a no smoking by-law prohibiting smoking in all Municipal Buildings and Municipal Facilities. Please refer to the Municipal No-Smoking Policy

Set-up/Clean-up

The renter is responsible for their own set-up and clean-up during the period of your rental. The Township provides tables and chairs, however linens, dishes, cooking utensils, coffee urns, etc. are not provided. Should the renter wish to pay an additional fee to have the Township set-up and clean-up on behalf of the renter, there are additional fees for this

Set-up: \$75 plus HST

Clean-up: \$125 plus HST

SOCAN Fee

The Society of Composers, Authors and Music publishers of Canada (SOCAN), under federal license, are authorized to charge a fee under Tariff 8: Receptions, Conventions, Assemblies for using prerecorded music. The Socan Fee with dancing is \$63.94 (subject to change). These fees are in addition to the hall rates and are subject to HST.

Re:Sound Fee

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for the broadcast and public performance of their music. The fee is \$23.63 (subject to change). These fees are in addition to the hall rates and are subject to HST.