



Township of South Frontenac
 Indoor Recreation Facility Booking
 Request and User Agreement

Booking Details		
Name of Activity or Event		
Name of Organization or Individual		
Number of Persons Expected		
Contact Information		
Address		
Phone number	Email	
Dates & Times Requested		
Additional setup/amenities required		
Will Alcohol be served or consumed?	NO	YES
Will Food be sold or served to the 'Public'?	NO	YES
Community Hall/Facility Requested		
Glendower Hall/Bedford	Sydenham Library	
Hall (no kitchen) Hall with kitchen	Meeting room only Meeting room with Audio Visual Equipment	
Princess Anne Community Centre	Storrington Centre	Harris Park Hall
Meeting room only	Hall (no kitchen) Hall with kitchen	Hall (no kitchen) Hall with kitchen
Booking Fees	Resident	Non-Resident
4hr rental		
Hall/Meeting Room (no kitchen)	\$50	\$85
Hall/Meeting Room with kitchen	\$70	\$110
Hourly rental		
Hall/Meeting Room (no kitchen)	\$10	\$20
Hall/Meeting Room with kitchen	\$20	\$35
Sydenham Library Meeting Room with Audio Visual Equipment	\$20	\$35
Additional Fees		
Key Deposit	50.00	75.00
Clean-up/Damage Deposits (Events)	150.00	150.00
Compassionate Rate: <i>Our facilities are available free to residents for funeral receptions. If possible, donations are appreciated.</i>		
HST (13%) Added to Fee Sub-Total		

Terms and Conditions

1. Fees are payable two weeks in advance of the date of the event and bookings are not considered complete until payment is received in full. Key and Clean-up deposits will be deposited by the Treasury Office and refunded following the event upon satisfaction of the terms and conditions. Cheques must be made payable to the "Township of South Frontenac".
2. Weekly or bi-weekly users may pay on a quarterly basis in advance.
3. All fees are non-refundable unless the approved by the Arena & Recreation Supervisor.
4. A resident is defined as any person(s) paying taxes to the Township of South Frontenac or living within the boundaries of the Township.
5. The facility is to be used only on the dates and hours indicated and use shall not exceed 11:00 p.m. except Sunday when it will not exceed 9:00 p.m.
6. All areas, building, equipment and other property of the Township shall be left in clean and undamaged conditions in its proper storage place.
7. The user will indemnify and save harmless the Township of South Frontenac itself, and all of its officers and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceeding, by whomever made, sustained, brought or prosecuted in any many based upon, occasioned by, or attributable to any injury or damage arising or resulting from any act or omissions of our organization, its servants in using the said premises.
8. Third party liability and property damage insurance policy coverage shall be required showing the Township of South Frontenac as third party thereto.
9. If you plan to have 'food truck' at your function, please contact the Building Department regarding any restrictions that may apply.
10. If you plan to have 'tents or structures' at your function, please contact the Building Department regarding any restrictions that may apply.
11. No person shall sell, advertise, announce, or display goods or merchandise or carry on any commercial activity, unless the Township of South Frontenac grants approval.
12. Parking is allowed in designated areas only.
13. Games of chance are not permitted without a permit issued by the Township Office.
14. The Sale and consumption of alcoholic beverages is prohibited, unless under the authority of the L.C.B.O. Special Occasion Permit and in accordance with Section 10 of BY-LAW 2002 -57
15. 'If' food is being sold/served to the Public, confirmation that the user has obtained a "Special Event" certificate from the K.F.L.A. Health Unit is required.
16. It is the responsibility of the user to promptly advise the Township of any problems.
17. The township retains the right to refuse or cancel any rental agreement. If any user shows careless, deliberate, or persistent disregard for the regulations, a rental agreement may be cancelled without notice or an application refused.

I/We have read and fully understand the terms and conditions listed below and will abide by the said terms and conditions. We agree to exercise the utmost care in the use of the premises and property and to make good any damage arising from our occupancy or use of any portion of the building or premises. Contravention of these conditions will void booking.

Applicant Name

Date

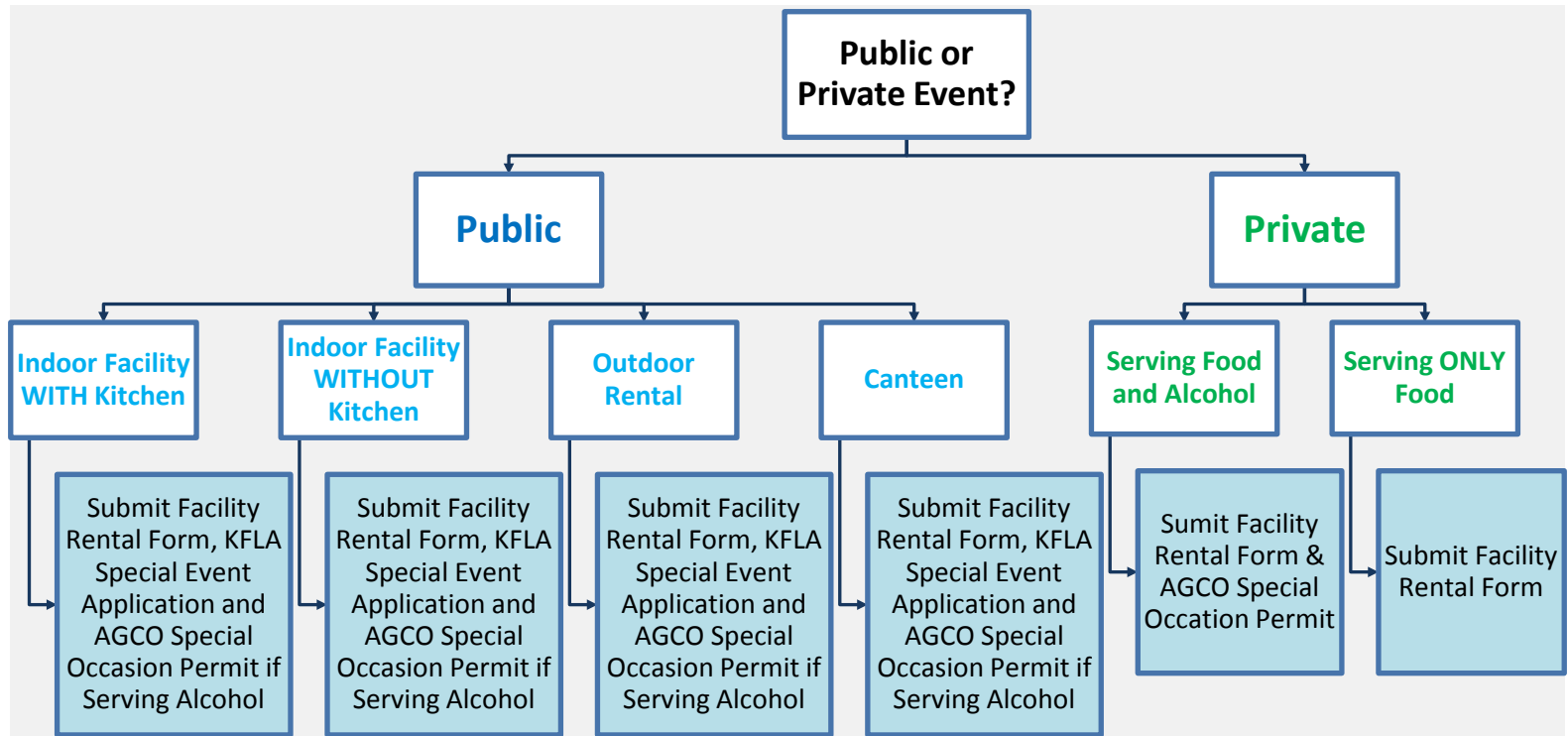
Applicant Signature



Special Event Information & Regulations

Food & Drink

Thank you for your interest in hosting an event with the Township of South Frontenac! The following diagram will help you determine the requirements of safely serving food and drinks containing alcohol in our facilities.



NOTE: An event is considered **public** if participation and/or food sales are open to any member of the general public. Events, whereby tickets are sold at a public establishment to any member of the general population, are considered public. An event is **ONLY** considered **private** when attendance is monitored and the event is only open to those with an invitation and/or permission to be on the premises for the duration of the rental.

**** At least one person ON SITE at a **public event** must hold a food handlers certification ****

**** If your event will be offering the services of a food truck or mobile food vendor, please ensure the vendor has submitted a KFLA Special Event Application in addition to your own**

KFLA Special Event Application: <https://kfla.formbuilder.ca/Environmental-Health/Special-Event-Application-Form>

AGCO Special Occasion Permit: <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

Township of South Frontenac Facility Rental: http://www.southfrontenac.net/en/resources/2019_SF_Indoor-Facility-Booking-Form-and-User-Agreement.pdf

Please direct any questions you may have to Public Works Support:

bookings@southfrontenac.net, 613 376 3027 ext. 4331