

AUDITORIUM
C/O The Town of Fort Frances
740 Scott Street
Fort Frances, Ontario P9A 1H8

Rental Agreement Terms and Condition:

Whereas your organization has leased East End Hall from the Town of Fort Frances, agree to the following terms and conditions as part of our rental agreement with the Town of Fort Frances

- 1) Agree to all Rules and Regulations of Auditorium as provided by the Town of Fort Frances [Smoking Policy](#). [Alcohol Policy](#). [Facility Rental Policy](#).
- 2) Full payment must be made upon booking the facility. In the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) Be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (807) 274-4561.
- 4) Leave the facility clean and in good condition.
- 5) Agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Auditorium
- 6) Party Alcohol Liability Insurance; this program provides protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. A valid liquor permit or license must be in place for service of alcohol. The policy would be in the name of the individual or organization that has rented the facility, and has taken out the liquor permit. We will require a copy of the Liquor permit and payment in full when the coverage is applied for. We suggest making arrangements at least a week in advance of the event.
- 7) Copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance are to be given to Melissa before keys to facility are given to you.
- 8) Please provide us with room set up request
- 9) Pepsi products and Ice are provided and must be paid for the next business day after the event.

Any questions or concerns regarding your booking or these terms and conditions can be directed to Jason Kabel or Melissa Belluz at (807) 274-4561.

I/We have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Auditorium.

Name of Organization

Authorized Signature

Date

Print Name