

## Permit Contract

**Memorial Sports Centre - Fort Frances**

740 Scott Street  
 Fort Frances, ON P9A 1H8  
 Phone: (807) 274-4561  
 FAX: (807) 274-3799  
 Email: sports@fort-frances.com

**Permit #2041, Approved**

Dec 6, 2018 3:51 PM



**FORTFRANCES**  
 BOUNDLESS

Customer Type: General Public

Prepared By: Melissa Belluz

Customer ID:  
 Home: (807)

Charges Taxes Discounts Total Charges Deposits Deposit Taxes Total Payments Refunds Balance

## ▼ RESERVATIONS

| Event                                   |              | Resource     | Center   | Notes        |
|---|--------------|--------------|--|--------------|
| Type: Wedding/Social<br>Attend/Qty: 299 |              | Auditorium   | Memorial Sports Centre<br>740 Scott St<br>Fort Frances, ON P9A 1H8<br>(807) 274-4561 | --           |
| Days Requested                          |              | Event Begins | Duration   | Event Ends   |
| Day                                     | Date         |              |  | Date         |
| Saturday                                | Feb 16, 2019 | 8:00 AM      | 17 hours   | Feb 17, 2019 |
|   |              | Summary      |  | Time         |
|   |              |              |  | Notes        |
| Total Number of Dates: 1                |              |              |  | --           |
| Total Time: 17 hours                    |              |              |  |              |

## ▼ CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax Charge |
|-------------|------------------|----------|-------|------------|
| HST:        |                  |          |       |            |

## ▼ Payments and Refunds

| Receipt # | Date | Charge Description | Resource Event | Payment |
|-----------|------|--------------------|----------------|---------|
| 2019      |      |                    |                |         |

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### ▼ CUSTOM QUESTIONS

| Question                                      | Answer        |
|---|---------------|
| Do you need special setup?                    | rounds social |
| Do you plan on serving alcohol at your event? |               |

### ▼ WAIVERS

#### Facilities Waiver

Due Date: Feb 16, 2019

##### General Waiver When Renting All Facilities

I understand that I am responsible for my group and/or parties actions and conduct during my reservation. My current and future reservation requests may be cancelled if the following should occur: Fighting; Unseemly conduct: Health Violations (spitting, smoking, etc.) abuse of staff or property. Full payment is required at the time of the booking. I must provide at least two weeks notice of cancellation of my booking. If cancelled prior to two weeks I will receive a refund minus 10% of total. After the two week deadline a refund will NOT be issued. Regular contract users will not be subject to the 10% surcharge. Contract changes/cancellations will only be accepted from the individual originally booking the facility(s). My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees billed directly to me. In all circumstances, the Town of Fort Frances retains full authority for final approval and denial of facility reservation request.

Signature: \_\_\_\_\_

#### TOFF Alcohol Policy

Due Date: Feb 16, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Alcohol Policy.

TOFF Alcohol Policy

Signature: \_\_\_\_\_

#### TOFF Smoking Policy

Due Date: Feb 16, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Smoking Policy.

TOFF Smoking Policy

Signature: \_\_\_\_\_

#### TOFF Facility Rental Policy

Due Date: Feb 16, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Facility Rental Policy.

TOFF Facility Rental Policy

Signature: \_\_\_\_\_

#### Auditorium Checklist

Due Date: Feb 16, 2019

## Rental Agreement Terms and Condition:

- 1) I have been provided with the Town of Fort Frances Smoking Policy. Alcohol Policy. Facility Rental Policy.
- 2) I understand and agree that 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) I agree to 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) I agree to leave the facility clean and in good condition.
- 5) I 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) I understand that I need Third 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.
- 7) I understand and agree to provide copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance to Melissa at least one week prior to my event. I understand that I will not be given keys until this is done.
- 8) I have provided Melissa with the room set up request.
- 9) I understand that Ice is provided but I must supply my own Pepsi products for my event.

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.

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Name

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Date

## Town of Fort Frances Alcohol Policy:

## APPENDIX ?B? - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

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Name

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Date

**Fee Change**

Waiver for:

Due Date: Feb 16, 2019

User fees typically increase annually as authorized by Council. If the date of the user fee increase takes place between the time you book your event and the date the event is held your rental will be subject to the

amount of the increase [Schedule of fee rate for applicable event date]. Your down payment at the time of booking is considered a deposit for the event date.

Signature: \_\_\_\_\_