

Town of Fort Frances – Community Services Division

**Memorial Sport Center Auditorium**

740 Scott Street

Fort Frances, Ontario P9A 1H8

**Rental Agreement Terms and Conditions:**

Whereas your organization (the lessee) has leased the Memorial Sports Centre Auditorium from the Town of Fort Frances (the lessor), agree to the following terms and conditions as part of your 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](#), [Municipal Alcohol Policy](#), and [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) For Account Holders - On the first day of every month following the invoice due date, 1.25% interest per month shall be added to the account.
- 4) Shall assume all liability for damages caused directly or indirectly by him/her or his/her invitees while using the facilities and report any damage to the Memorial Sports Centre staff immediately at the reception desk or (807) 274-4561.
- 5) Leave the facility clean and in good condition.
- 6) 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.
- 7) A valid liquor permit or license must be in place for the service of alcohol and adherence to the Municipal Alcohol Policy must be strictly observed.
- 8) Copies of Smart Serve Cards, Liquor License, and \$5,000,000 of Third Party Liability Insurance with the Town of Fort Frances named as an additional insured are to be submitted to Memorial Sports Centre staff before access to the facility is granted.
- 9) Room set up request is required 1 week prior to the event.
- 10) Cubed Ice is provided and must be paid for on the next business day after the event.

Any questions or concerns regarding your booking or these terms and conditions can be directed to Memorial Sport Centre Facility Management or designate at (807) 274-4561.

I/We have read and agree to adhere to the terms and conditions of this agreement and all policies listed herein with the Town of Fort Frances for the use of Auditorium.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name