



Town of Englehart Facility Rental Agreement

Regulations Governing Use of Town of Englehart Facilities

Any person, persons or organization renting Town of Englehart facilities shall adhere to the following regulations:

1. Full payment is required prior to the event.
2. The fees listed in the By-Law are subject to HST and GST where applicable.
3. Any unpaid fee or charge becomes a debt of the municipality and will be collected in the same manner as municipal taxes.
4. The renter will receive a renter's information sheet pertaining to the facility they are renting. Failure to fulfill the responsibilities, limitations and procedures outlined therein will result in the damage deposit being withheld.
5. You must be 19 years of age or older to rent a Town of Englehart facility.
6. A non-refundable deposit of \$50.00 for each rental date, except for consecutive day bookings must be paid at the time of booking.
7. A damage deposit of \$200 is required at the time of bookings for rentals over 4 hours. Upon certification from the maintenance staff that the facility and its contents have been left in proper condition, the deposit will be returned to the renter.
8. A \$50.00 Key Deposit is required at the time the key is picked up. The key(s) must be returned to the Town Office no later than the next business day following the event for which the facility was rented. If the following day is a holiday, the key is to be returned on the next business day that the Town Office is open. Failure to return the key will result in forfeit of the \$50.00 deposit.
9. A notice of cancellation of a paid booking must be received within 48 hours of the scheduled booking to be eligible for a refund, less the \$50.00 non-refundable deposit if applicable.
10. User Insurance is required for all facility bookings and private rentals. Town Supplied general liability insurance is applicable for an additional fee. See Schedule 5 of the User Fee By-Law 2025-04.
11. A user supplying their own insurance must provide a certificate of insurance naming the Town of Englehart as an additional insured.

12. The Town of Englehart will not be responsible for items lost or damaged.
13. The renter will oversee that no undue noise or unbecoming behavior is permitted at any time on the premises or near Town of Englehart facilities.
14. Youth groups wishing to use a Town of Englehart Facility must be accompanied by approved chaperones.
15. The Town of Englehart endeavors to ensure that all equipment is in good working order, however the Town will not be liable for equipment malfunctioning during your event due to circumstances beyond our control. Should equipment malfunction, the renter must find an alternative during the event, as we do not have technicians on staff to repair the equipment.
16. If the event is open to the public and the food provider is not professionally recognized and inspected by Northeastern Public Health, you will be required to obtain and show proof of a "Special Food Event Permit". Special Food Event Permits may be obtained from Northeastern Public Health by calling the local office or visiting their website.

Venue: ___ Community Hall ___ Boardroom ___ Ballfield ___ Ice surface
___ Pool ___ Ice

Date(s): _____ Rental Fee: _____

Type of Event: _____ Estimated number of people: _____

Equipment Required:

Renter Information

Name: _____

Address: _____

Phone: _____ Email: _____

I/We agree to comply with the regulations of the Town of Englehart facility rental as stated within this agreement.

Name (please print) Signature

Name (please print) Signature

For Office Use Only:			
Non-refundable Deposit:	Amount: _____	Date: _____	
Damage Deposit:	Amount: _____	Date: _____	
Key Deposit:	Amount: _____	Date: _____	
Final Payment:	Amount: _____	Date: _____	
Proof of Liability Coverage:	Received: _____	Date: _____	
Keys:	Picked up: _____	Returned: _____	
Damage Deposit Returned:	___ Yes ___ No	Date: _____	
Key Deposit Returned:	___ Yes ___ No	Date: _____	