

**VILLAGE OF OIL SPRINGS  
RENTAL AGREEMENT  
OIL SPRINGS YOUTH CENTRE**

GROUP/INDIVIDUAL \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ EVENT DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ STAG & DOE \_\_\_\_\_  
\_\_\_\_\_ OTHER \_\_\_\_\_  
TELEPHONE RES \_\_\_\_\_ ALTERNATE NUMBER \_\_\_\_\_

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**HALL INFO**

ADDRESS – 4517 Victoria Street, Oil Springs, ON N0N 1P0.  
CAPACITY – 372 persons maximum

**TERMS OF RENTAL**

**LIQUOR LICENSES**

Group or individuals must obtain their own "SPECIAL OCCASION PERMIT".  
**A copy of the "SPECIAL OCCASION PERMIT" must be provided.**

**All beverage alcohol must be purchased with your permit at the LCBO, the Beer Store or any authorized Ontario Winery, Brewery or Distillery Stores (government stores). All receipts of alcohol purchases under Special Occasion Permit must be made available at the event.**

**INSURANCE**

**A certificate of \$1,000,000 comprehensive personal liability insurance must be provided (i.e. Party Alcohol Liability Insurance). Village of Oil Springs to be named as "Additional Insured".**

**CLEANING**

- dish towels will not be supplied
- liquor dispensers will be supplied and given out when keys are picked up
- building must be left in same condition as when rented
- bottles, cups and other debris must be picked up outside of building
- tables and chairs to be wiped clean, stacked and put away **\*BE SURE TABLES ARE DRY PRIOR TO STACKING**
- kitchen counter and appliances wiped
- dishes washed, dried and put away
- concrete floor to be swept and wet mopped **\*MOPPING INSTRUCTIONS IN CLEANING ROOM**
- **DO NOT MOP DANCE (laminated) FLOOR** – spills and sticky areas are to be spot cleaned with a damp cloth
- garbage to be bagged and placed in dumpster
- recyclable items such as 2L plastic pop bottles can be placed in the provided blue boxes or in clear garbage bags and can be left in bar area until collection day
- bar area wiped clean
- turn lights OFF

**RENTAL FEES**

Stag & Doe - \$400.00

Other functions - \$300.00 (wedding receptions, anniversaries, dances, etc.)

**All rentals require a \$300.00 cash damage deposit.**

**DAMAGE DEPOSIT**

A \$50.00 cash deposit is required within 7 days of the booking to reserve the date and will be held as a damage deposit. Another \$250.00 cash deposit is required when the key is picked up and will be held as a damage deposit. If the facility is left in a clean and tidy condition, no damage has occurred and no other expenses are incurred, deposit will be refunded in whole or in part 30 days from the event date. Any expenses incurred will be subject to a \$25.00 administration fee. Keys and liquor dispensers to be returned between 9:00 a.m. and 12:00 noon the following business day. Cancellation of the event will result in forfeit of the deposit.

**DECORATING**

Nothing may be hung or attached to the walls or ceilings except on the strip board above the door sills. Absolutely **NO** staples or tape to be used on walls.

**DANCE FLOOR**

Absolutely **NO food, drinks, chairs or tables** of any kind (including games tables) on dance floor. Cleaning fees will be charged to the person(s) renting the hall plus a \$25.00 administration fee if the dance floor requires additional cleaning.

**DAMAGES**

The Village reserves the right to evict or restrict individuals or groups that do not demonstrate proper behavior or respect for Village property, from using the facilities. Applicants shall pay for all damages to the property of the Village arising from the misuse of the facility. The phone in the bar is for local and emergency calls only. Any long distance charges plus a \$25.00 administration fee will be deducted from the damage deposit.

I AGREE TO ACCEPT THE ABOVE TERMS \_\_\_\_\_ (print name)

SIGNATURE OF APPLICANT \_\_\_\_\_

DRIVER'S LICENCE NO. \_\_\_\_\_

AUTHORIZED VILLAGE SIGNATURE \_\_\_\_\_

DEPOSIT PAID CASH \_\_\_\_\_  
amount received by date

CASH \_\_\_\_\_  
amount received by date

RENTAL FEE PAID CHQ/CASH \_\_\_\_\_  
amount received by date

DEPOSIT RETURNED \_\_\_\_\_  
amount returned signature of person receiving returned deposit date

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_