

Facility Rental Contract Terms and Conditions

Facility Rental Contract hereinafter referred to as “Rental Contract” between The Corporation of the Town of Halton Hills, hereinafter referred to as the “Town” and the User of the Facility, hereinafter referred to as the “Renter” or Renter(s)”.

1. Without limiting any other term of this Rental Contract, Renter(s) must comply with all applicable provincial order and directives, guidelines of public health authority for the Province of Ontario and Halton Regional Public Health, and, if applicable, return to sport protocols and guidance issued by the national or provincial sport organization.
2. The Renter as a party to this Rental Contract agrees to compensate the Town for any damage or loss to property or equipment contained within the facility, which damage or loss arises out of the Renter’s use of the facility.
3. When an incident of bodily injury or property damage occurs, the Renter must submit a [Facility Rental Incident Report](#) to the Town within twenty-four (24) hours to email address rentals@haltonhills.ca. The Renter must notify the Town when emergency services (911) have been contacted and/or have attended the site of any incident.
4. Subject to the provisions of Section 17 below, Renter(s) of Town facilities must be the legal age of eighteen (18) years or older to enter into a Rental Contract and must be in attendance at the rental. If the Renter is unable to be in attendance, he/she must delegate his/her responsibility under this Rental Contract to another person eighteen (18) years or older and notify the Town’s Department of Recreation & Parks (hereinafter referred to as the “Department”) to obtain written consent to the delegation.
5. The Renter must ensure that all persons in attendance at the event associated with this Rental Contract must conduct themselves in an orderly manner and comply with all Federal, Provincial and Municipal laws, by-laws and regulations. Failure to do so may result in the cancellation of this Rental Contract, at the option of the Town.
6. The Renter will not exchange, assign, or give the use of the facility, for the date(s) on this Rental Contract to any other person or group without the written consent of the Department.
7. All property of the Renter and its participating members and guests must be removed after the Rental Contract time has expired unless special arrangements for storage are made with the Town.
8. This Rental Contract may be pre-empted at any time by the Department to use the facility for a specific purpose and/or for emergency maintenance. Whenever possible, notice will be given 48 hours in advance of pre-emption.
9. The Town is not responsible or liable for any costs for failure in supplying the facility due to circumstances beyond its control (examples: hydro failure, pool fouling, etc.). In such cases, consideration will be given for reimbursement in part or in full for non-use.
10. The Renter agrees to pay any costs for maintenance over and above the normal cleaning that might be required to return the facility to the same condition it was found, prior to the rental. The Renter further agrees to place all refuse in garbage bags or receptacles. Non-compliance can also result in additional cleaning costs to the Renter.

11. In the event that the approved hours and capacity stated on another Agency Permit (i.e. a permit issued under the Liquor Licence and Control Act, 2019) conflict with the Rental Contract, the later commencement time, earlier termination time and lower capacity will take precedence.
12. The Renter must sign and return a copy of the Rental Contract to the Town at least 14 business days prior to the date of the rental. A facsimile copy of the Renter's signature shall be sufficient and binding.
13. The Rental Contract may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same Rental Contract.
14. The Town booking of school facilities is subject to the terms of the Board(s) of Education Reciprocal Agreement including payment, changes to Rental Contracts and cancellations.

15. INSURANCE REQUIREMENTS

The Renter must obtain and maintain liability coverage that holds the Town of Halton Hills harmless and accepts the possibility of harm, not only from the activity itself, but the added risk of contracting an illness.

a) No alcohol beverages being served

The Town requires the Renter to carry commercial general liability insurance in the amount of \$2 million and to provide the Town with proof of insurance coverage naming the Town as an additional insured. Additional insurance coverage may be required for other activities wherein other authorities have jurisdiction such as filming, licenses. If other authorities have jurisdiction the Town requires confirmation of their general liability insurance in an amount agreed to by the Town but not less than \$2 million. The Renter agrees to obtain from such other authorities, and to provide to the Town, proof of insurance coverage naming the Town as an additional insured.

b) Alcohol beverages being served

The Town requires the Renter to carry commercial general liability insurance in the amount of \$5 million, and to provide the Town with proof of insurance coverage naming the Town as an additional insured. Confirmation of coverage must also include a Host Liquor Liability endorsement. (Refer to Municipal Alcohol Procedures – Section 2.10 for complete details)

c) Higher Risk Activities subject to approval i.e. firework displays, inflatable apparatuses, high risk sport activities, amusement rides, events with livestock, events on Regional roads.

The Town requires the Renter to carry or cause to be carried commercial general liability insurance in an amount of not less than \$5 million and to provide the Town with proof of insurance coverage naming the Town as an additional insured. Confirmation of coverage must clearly provide that all activities are insured up to the full policy limits.

d) When the Renter is a corporation or organization

The Renter must obtain and maintain commercial general liability insurance satisfactory to the Town of Halton Hills and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- i. A limit of liability of not less than \$2 million/occurrence with an aggregate of not less than \$5 million
- ii. Add the Town of Halton Hills as an Additional Insured with respect to the operations of the Named Insured
- iii. The policy shall contain a provision for cross-liability and severability of interest in respect of the Named Insured
- iv. Non-owned automobile coverage with a limit not less than \$2 million and shall include contractual non-owned coverage (SEF 96)
- v. Tenants' Legal Liability
- vi. Products and Completed Operations coverage
- vii. Contractual Liability
- viii. The policy shall provide 30 days prior notice of cancellation

ix. Host Liquor Liability

The Town reserves the right to request such higher limits of insurance or other types of policies appropriate to this Rental Contract as the Town may reasonably require.

If purchasing liability insurance through the Town, please note that ProSight insurance has a \$1000 deductible for bodily injury and property damage. Game Day insurance has a \$500 deductible for bodily injury, property damage and legal expense.

To review the full insurance policy, select the applicable link below:

Game Day - \$2 million coverage

Game Day - \$5 million coverage

ProSight - \$2 or 5 million coverage

16. ARENA STREAMING SERVICES

Town of Halton Hills partners with Live Barn for live and on-demand streaming service in the arena facilities. The Renter can contact the Arena Supervisor to opt out of Live Barn streaming for all or some rentals.

17. ALCOHOLIC BEVERAGES

The sale and/or consumption of alcoholic beverages without the proper license or permit is strictly forbidden at all facilities and park locations owned and/or controlled by Town of Halton Hills. The Renter(s) of Town facilities must be nineteen (19) years or older to obtain a Special Occasion Permit for the provision of alcohol. Failure to comply with the Regulations under the Liquor Licence and Control Act, 2019, the Town Parks By-law #01-108 and approved Municipal Alcohol Risk Management Policy and Procedures (Policy attached) (Procedures attached) will result in the immediate cancellation of this Rental Contract and notification to the proper authorities. Proof of SOP (Special Occasion Permit) must be submitted to the Department for any event that will include alcohol. Such events must be in full accordance with the requirements of the Town's Municipal Alcohol Risk Management Policy. The Town requires confirmation that all people serving alcohol are Smart Serve trained.

The Renter is required to provide monitors sufficient to effectively monitor and control the entrances and exits. A list of those monitors must be provided to the Town.

The Renter understands that if any member of his/her team/group/league contravenes regulations of the Liquor Licence and Control Act, 2019 of Ontario and /or the Alcohol Policy in these facilities or areas, a registered letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action may be taken by the Halton Regional Police Service or the Alcohol and Gaming Commission of Ontario, at their discretion.

The Renter understands that if any member of his/her team/group/league contravenes the Liquor Licence and Control Act, 2019 of Ontario and/or the Alcohol Policy for a second time within one year of receiving a warning, the Renter's team/group/league will forfeit its Alcohol Policy compliance deposit and will be suspended from using the facility or area for a period of one week. Should the Renter's use of the facility or area be infrequent, a parallel level of suspension will be applied by the Department.

The Renter further understands that if a third violation of the Liquor Licence and Control Act, 2019 of Ontario and/or Alcohol Policy occurs, the Renter's team/group/league will be suspended for a minimum of one year.

The Renter must not allow anyone to compete or otherwise participate in the Renter's activities if the Renter suspects he or she is impaired by alcohol or may otherwise be incapable or participating safely. Prior to the use of these facilities, the Renter must provide the Town of Halton Hills with the names and addresses of the team captains or other relevant contact persons(s) so that a brochure outlining the Alcohol Policy can be sent to them.

18. EVENTS

Any Renter wanting to host an event, such as a tournament or trade show, may first need the Facility Supervisor's approval, depending on the event's type and size.

If the Renter wishes to have vendors at an event, the Facility Supervisor's approval is mandatory. Once the Facility Supervisor has given approval, the Renter must contact the Town Deputy Clerk at 905-873-2600, ext. 2350 or email reeneeb@haltonhills.ca to discuss business licensing requirements.

19. SMOKING AND VAPING REGULATIONS

All persons attending the function(s) specified by this Rental Contract must observe No Smoking or Vaping Regulations where applicable as provided by Halton Region By-law No. 40-20. There is "No Smoking or Vaping" of any kind permitted in Town-owned parks or on recreation and community centre property. No person shall smoke or vape within nine (9) metres of any entrance or exit of a Town-owned or leased building.

20. ACCESSIBILITY

- a) **Accessibility Needs:** The renter of the facility is required to meet the accessibility needs of the patrons or audience attending their event. This includes providing any necessary accommodation requested under the Accessibility for Ontarians with Disabilities Act (AODA) and ensuring that the event venue is accessible to individuals with disabilities.
- b) **Non-Interference with Staff Measures:** Renters must not interfere with staff measures to make accommodations for patrons with disabilities. Staff are trained and equipped to handle accessibility requests and will work with renters to ensure that all necessary accommodations are provided seamlessly.
- c) **Compliance with Accessibility Standards:** Renters are responsible for ensuring that their event complies with all relevant accessibility requirements under the AODA and any applicable accessibility standards. This includes providing accessible seating, assistive listening devices, accessible routes, and facilities for patrons with disabilities.
- d) **Penalties for Non-Compliance:** Failure to comply with these accessibility provisions may result in penalties or termination of the rental permit agreement.

21. SECURITY

The Town reserves the right to place police supervision or approved security staff at any event at the expense of the Renter. Prior to the date of the event the Town will notify the authorized representative(s) if police/security staff is required.

The Town and its agents reserve the right and authority to enforce the rules and regulations of the facility and to refuse admission to any person(s) or group(s) who are not in compliance with same.

The name of the contact person(s) for the event must be provided to the Town's staff or Security staff that is on duty at the time of the event.

The number of persons using the facility must not exceed its approved capacity.

22. SECURITY DEPOSIT

The Town reserves the right to require a security deposit for any event. Payment of a \$500.00 security deposit is mandatory for all events serving alcohol as well as all social or leisure events booked in a full hall or on an arena floor. The security deposit will be due fourteen (14) business days prior to the rental date. Entitlement to a refund of the security deposit will be considered within two (2) business days following the event.

23. PAYMENT

Rental fees, and security deposit if applicable, must be paid to the Department at least fourteen business days before the rental date. For all occasional or commercial renters, a minimum 25% non-refundable deposit of the rental fee is required at the time of booking. Full payment is required at the time of booking for Rental Contracts issued within fourteen (14) business days of the rental date. In all cases, if payment is not

received prior to the rental date, or returned as non-sufficient funds, the Town reserves the right to cancel the rental and any future rentals until payment is received. **An interest fee of 1.25% per month will be applied to any outstanding balance after thirty (30) days.**

24. OVERDUE ACCOUNTS

The Town may refuse use of any Town program(s) or service(s) until the overdue Town of Halton Hills account(s) have been paid in full.

25. CANCELLATIONS

Cancellations of rentals of three (3) hours or less require written notification to the Department at least fourteen (14) business days in advance. Seasonal playoff schedules may be exempt. Cancellations of rentals of more than 3 hours require written notification to the Department at least thirty (30) business days in advance. A refund, with any non-refundable deposits or administration fees deducted, will be issued. No refunds will be issued for cancellations requested past the required notification deadlines.

The Department reserves the right to cancel this rental should there be a breach of the terms and conditions, or should the Department determine that the premises are not being used for the purpose contained herein.

26. CANCELLATIONS FOR ICE AND FLOOR

There are zero cancellations allowed between the designated start and end of a Registered Organization's regular season. Facility staff will meet with registered groups to confirm schedules along with season start and end dates prior to finalizing Rental Contracts. Organizations must submit their regular season dates with the request form.

Any cancellation received from a Registered Organization outside of their regular season requires thirty (30) days' written notice and is subject to a 25% surcharge.

Any cancellation received from a non-registered group or individual requires thirty (30) days' written notice and is subject to a 25% surcharge.

The Town will accept 48 hours' notice for cancellations after February 28th for playoffs for competitive teams.

27. CHANGES

The Town may adjust the amount of the rental fees if information provided by the Renter changes or was incorrect.

The Renter must notify the Department in writing of any changes to a rental at least fourteen (14) business days in advance. No administration fee will be levied for adding additional dates/times or transferring to other dates/times. However, an administration fee may be charged for making excessive changes.

28. PROHIBITED ACTIVITIES

No Renter(s) shall in any Town indoor or outdoor facility, under any circumstances, engage in or permit any of the following activities without the receipt of permission from the Town.

- a) Parking of vehicles outside of designated parking areas;
- b) Making changes or alterations to the facility;
- c) Posting or displaying offensive material;
- d) Using open flames (includes sparklers) except for small cake candles and candles in containers that are approved by the Town;
- e) Using pyrotechnics or fog machines;
- f) Playing any game of chance without obtaining a lottery scheme license as outlined in the Criminal Code;
- g) Any inappropriate activity as determined in the sole opinion of Town staff; or
- h) Any activity not part of this Rental Contract and has neither been disclosed to nor approved by the Town

29. INSPECTION OF FACILITIES AND EQUIPMENT PRIOR TO USE

The Renter must inspect the facility prior to use to ensure safe conditions. The Renter shall not use a facility if it is unsafe and must ensure that no person in the Renter's group shall use the Facility if it is unsafe. The Renter must immediately report any unsafe condition to the Town. The Renter acknowledges that the Town has not provided any representation or warranty or other assurance regarding the suitability of the facility for use by the Renter.