



McKellar Facilities Rental Agreement

Date: _____ Time: _____ Expected Attendance: _____

Event: _____ Reoccurring Event: Yes ☐ No ☐

Please Specify (if checked YES): _____ Licenced/ Insurance: Yes ☐ No ☐

Name: _____ Phone: (____) - _____

Email: _____ Are you a McKellar Resident? Yes ☐ No ☐

Facility Requested:

Check all that apply.

- Hall: ☐
Kitchen/ Bar: ☐
Multi Purpose Room: ☐
Youth Room: ☐
Council Chambers: ☐
Rink: ☐
Ballfield: ☐
Minerva Park: ☐

Equipment Requested:

Please specify how many of each.

- Round Tables: _____
Oblong Tables: _____
Chairs: _____
Table Clothes: _____

Do you require table & chair set-up?

If yes please see back page.

Yes ☐ No ☐

Subtotal: _____ HST: _____ Total Due: _____

Refundable Damage Deposit: \$150.00 **Date Paid:** _____

Any damage resulting from the use of the facility shall be the responsibility of the applicant. Furniture belonging to the Township must remain in the building and is not to be used for outdoor events. We certify that we have read the General Conditions attached hereto and forming part of this Agreement, which govern the use of the Township of McKellar Community Centre Facilities, and that we agree to conform to them and be bound thereby.

Payment Schedule:

Please be advised that to secure your reservation, a minimum deposit of 50% of the rental costs is required. The remaining balance must be settled no later than 7 days prior to your scheduled booking.

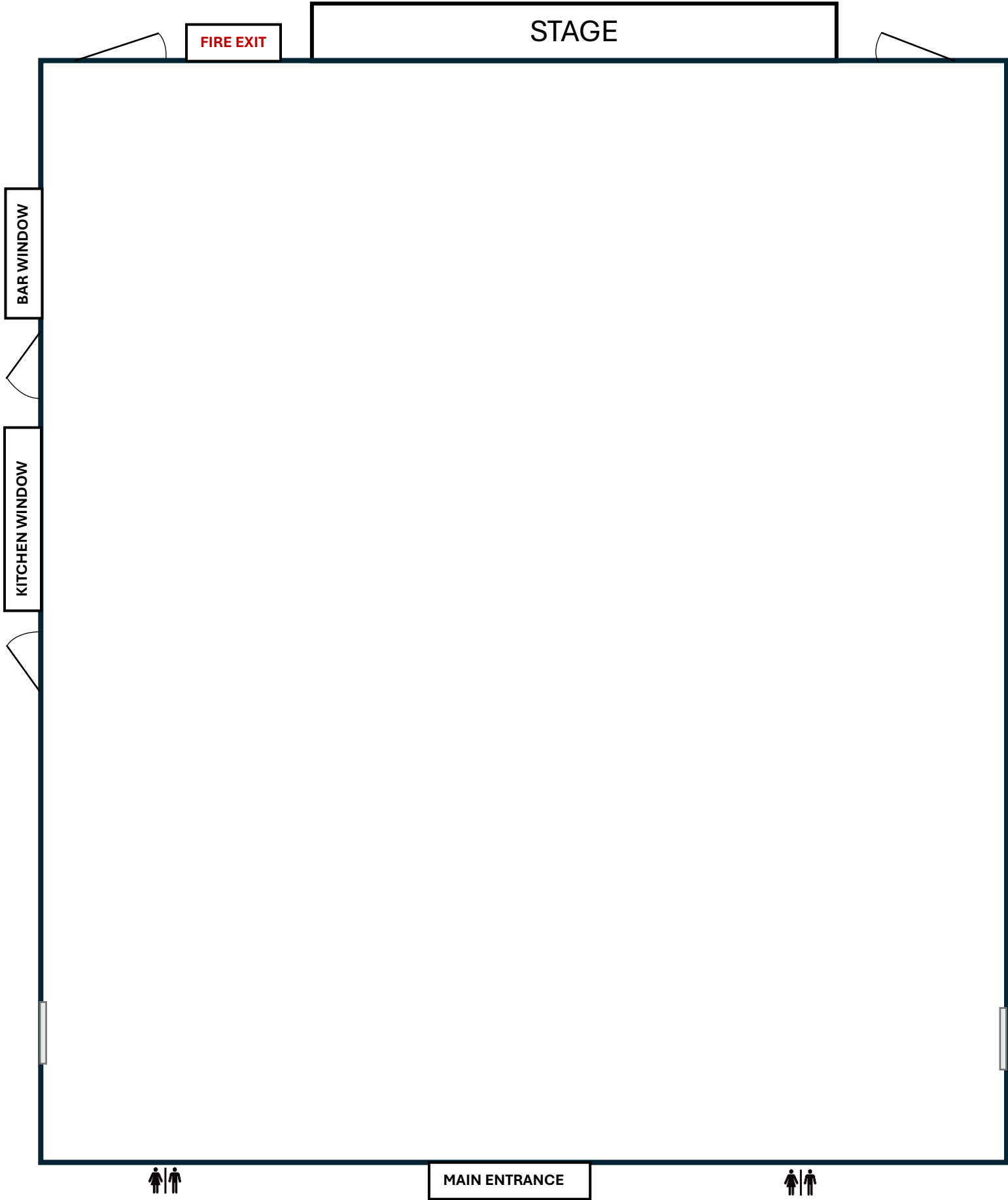
Reservation Deposit: _____ Date Paid: _____

Final Payment: _____ Date Paid: _____

Applicants Signature: _____ **Date:** _____

Authorized Official: _____ **Date Approved:** _____

Please do a simple drawing in the box below of how you'd like the tables placed. Be sure to specify how many chairs you'd like placed at each table. There are 20 round tables, 4 oblong, and 50 square at your disposal. Please note, space is limited and not all can be used at the same time. Maximum Fire Safety capacity is 206 people.



SCHEDULE "B" TO BY-LAW NO 2010-16 GENERAL CONDITIONS

Attached to and forming part of the Facility Rental Agreement, SCHEDULE "B"

This agreement is subject to the following general conditions, which are agreed to by the Applicant.

- 1) The Township reserves the right, entirely at its discretion, to accept or reject any application for use of its facilities.
- 2) Applicable rates shall be the rate in effect on the day of the event. Tentative bookings will be honoured by the Township for 48 hours only.
- 3) To pay, at the signing of this Application, a deposit in the amount of 50% of the Basic Rental Charge, refundable only at the discretion of the Township.
- 4) Unless notification of any cancellation is received in writing from the Applicant by the Township's supervisor who accepts this Application at least 30 days before the date of the function, the balance of the Basic Rental Charge is due and payable to the Township.
- 5) If additional cleaning of the premises is deemed to be necessary by the Township, the cost will be determined by the Township. Please ensure the following:
 - a) Return the premises, including the hall, bar and kitchen, back to the general condition of cleanliness and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles; that kitchen counter tops and sinks will be left clean and all dishes clean and put away; and tables and chairs will be repositioned as found or as otherwise directed by the Township.
 - b) Ensure all lights are off, windows and doors are shut and locked when the event is over.
 - c) Ensure all water taps are closed tightly, and toilets are not running.
 - d) Ensure all ovens and burners are turned to the **OFF** position.
 - e) Ensure all spills are wiped up.
- 6) To be responsible for any missing articles or for any damage incurred to the premises or Township property as a result of any act or omission of the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function and, in the event of such damage, to pay the Township a Damage Charge in such amount as is determined by the Township;

To check the premises for any damage and report the same to an employee of the facility before the commencement of the function.
- 7) To pay, no later than 30 days before the date of the function, any balance due of the Basic Rental Charge, as well as a refundable damage deposit.
- 8) That the Township shall not be liable for any damage to or loss of any property brought into the Premises in conjunction with the function by the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or person who attends the function.

- 9) Supervise and control all people posted in attendance at the function and restrict such people to the premises.
- 10) To abide by the capacity for persons posted or made known for the premises. **(Community Centre 206)**
- 11) Not to contravene any statutes or regulations of the Province of Ontario or the Dominion of Canada or any By-laws of the Township.
- 12) For a licensed function, to obtain a proper license from the License Board of Ontario, to provide all liquor and equipment necessary for the sale and consumption thereof, to supervise the sale and consumption of liquor, to remove all remaining liquor and equipment provided immediately following the function and to bear all costs relating to the above.
- 13) The Township reserves the right to cancel this Agreement upon notification of the Applicant at least **ONE WEEK** before the date of the function. In this event, any deposit paid shall be refunded to the Applicant, and the Township shall not be liable to the Applicant for any loss or damages.
- 14) No alcohol should be served after 12:30 am. With all music turned off at 1:00 am and the premises vacated by 1:30 am.
- 15) To refrain from the use of confetti, rice or other such material on the premises.
- 16) To provide and pay for police or security officers, if required by the Township, in such numbers and with such identification as is acceptable to the Township.
- 17) If the premises are to be decorated, such decoration shall take place on the date of the function. Decorations must be removed the day of the function.
- 18) To arrange before the function entry to set up the facility, either with the Administrative Staff or the Custodian.
- 19) Council may, at its discretion, alter the facility rental fees applicable for various events and groups. The rental rates in effect at the time of the event, not the booking, are the rates that shall be enforced.
- 20) To pay the Township, the balance of any **ADDITIONAL** charges is due within 30 days following the date of billing.
- 21) Absolutely NO SMOKING in Township Facilities.
- 22) If required by the Township;
 - a) To take out with an insurer licensed to carry on business in Ontario, at the expense of the Applicant, a comprehensive policy of the public liability and property damage insurance acceptable to the Township providing insurance coverage in respect to one accident to the minimum limit of Two Million Dollars (\$2,000,000) exclusive and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property arising in connection with the function as a result of any act or omission of the Applicant or Group named hereon, their members, officers, employees, agents or contractors; such policy shall name the Township as an additional insured as its interest may appear and the Applicant shall provide a certified copy of the policy or a certificate thereof to the Township before the date of the function; and

McKellar Community Centre Facilities Rental Agreement

- b) To protect, defend, indemnify and save the Township harmless from all claims, actions and proceeding, including any costs and expenses incurred by the Township thereby, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the function as a result of any act or omission of the Applicant or Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function.

I have read this Application and hereby covenant and agree to all the general and specific conditions set out. In particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Township in accordance with the conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the premises at the discretion of the Township.

Applicant

Witness

In consideration of the covenants and agreements made by the applicant, I hereby accept this Application on behalf of the Township, thereby granting the Applicant the right to use the premises at the specified times.

Authorized Official

Date

PLEASE NOTE:

While the Township may not require separate public liability and property damage insurance from the Applicant, it is strongly recommended that the Applicant obtain insurance coverage for their own liability protection.

McKellar Community Centre Rental Rates

(Rates effective September 2, 2025)

DESCRIPTION	RESIDENTS	NON-RESIDENTS
Hall (FULL DAY)	\$175.00	\$225.00
Hall (HALF DAY MAX. 4 HOURS)	\$85.00	\$112.50
Funeral Tea (MAX 2 HOURS)	\$35.00	\$60.00
Kitchen and Bar	\$120.00	\$150.00
Hall, Kitchen, Bar	\$285.00	\$335.00
Hall, Kitchen, Bar, and Multipurpose Room	\$325.00	\$375.00
Hall, Kitchen, Bar, Multipurpose Room and Rink	\$345.00	\$395.00
Rink (half day) (no private winter rentals unless Twp Approved)	\$70.00	N/A
Rink (full day) (no private winter rentals unless Twp Approved)	\$135.00	N/A
Council Chambers	\$50.00	\$100.00
Youth Room	\$100.00	\$150.00
Ball Field (half day)	\$100.00	\$150.00
Ball Field (full day)	\$150.00	\$200.00
Minerva Park (half day)	\$50.00	\$100.00
Minerva Park (full day)	\$100.00	\$200.00
ADD-ONS		
Tablecloths	Actual Cleaning/ Replacement cost	Actual Cleaning/ Replacement cost
Custodian – Extra time setting up or cleaning	Actual Cost	Actual Cost
If you exceed the time booked, you will lose 50% of the damage deposit.		

Exemptions

- Township committees that hold meetings, including the Recreation Committee, which hosts various recreation events, both indoors and outdoors.
- The McKellar Agricultural Society holds the Annual Agricultural Fair and meetings.
- Events hosted by the McKellar Public Library. Including Library Board Meetings.
- The McKellar Sunshine Seniors and the McKellar Seniors Club use the Community Hall at no charge to host their card games on Thursdays and Sundays from 1:00 pm to 4:00 pm. This includes the use of the hall and kitchen, as well as their annual Christmas dinner held in December.
- Paramedicine clinics are held in conjunction with the Whitestone Nursing Station and/or the North Bay Parry Sound District Health Unit.
- Municipally sponsored events.
- Veteran's Luncheon is held on November 11th of each year.

Other exemptions and/or reductions in fees may be at the discretion of the Council.

Updated September 11, 2025

McKellar Community Centre Facilities Rental Agreement