

The Corporation of The Township of Jocelyn

3670 5th Side Road, Hilton Beach, ON P0R 1G0

Ph: 705 246-2025

Email: admin@jocelyn.ca

Hall Rental Policy and Agreement

The Jocelyn Township Hall is available for use by Township residents, ratepayers, and other user groups. All users are expected to comply with the following terms and conditions.

1. Rental Fees and Permits

Hall Rental Fee Schedule

Rental Type	Fee
Full-day event (no kitchen equipment)	\$50.00
Full-day event (with use of kitchen equipment)	\$75.00
Half-day booking (classes or meetings)	\$25.00
Additional setup or takedown day (per day)	\$25.00
Cleaning deposit (refundable, subject to inspection)	\$50.00

Notes:

- The cleaning deposit will be refunded following a staff inspection completed within three (3) days after the event.
- Additional setup or takedown fees apply to one-day events only.

Food and Alcohol Requirements:

- Any event where food is prepared on-site must provide the Township Office with a valid food permit prior to the event.
- A valid liquor licence is required for **any alcohol** on the premises, regardless of type or quantity. A copy must be provided to the Township Office prior to the rental.

2. Payment and Booking

- Event dates are secured **only once all required fees and deposits are paid**.

- All payments must be made **prior to the event** and **during regular office hours**.
- Ratepayers wishing to request a waiver of fees may do so by submitting a written request by email to the Township Office at least **one (1) week in advance** of the event.

3. Access and Security

- Access to the hall will be provided by a **code**, which will be issued to the renter. The code will be valid only for a specified time period, related to the booking.
- The side door is to be used as the main entrance. The front door is not to be used for regular entry.
- For fire safety purposes, the front door must be unlocked (padlock removed and wooden door blocks adjusted) during use and re-secured once the event has concluded.

4. Cleaning and Care of the Facility

- The hall must be cleaned after each use. This includes:
 - Removal of all garbage from the kitchen, bathrooms, and hall
 - Wiping down all counters and surfaces
 - Sweeping and/or mopping floors
 - Turning off all fans and lights

Dishes:

- If hall dishes are used, they must be washed in accordance with Algoma Public Health Unit requirements using the three-sink method:
 - First sink: Wash
 - Second sink: Hot rinse
 - Third sink: Javex/hot water sanitizing rinse

5. General Rules

- No smoking or vaping is permitted inside the hall.
- Renters will not adjust the thermostat or open utility closet unless approved in advance
- Tables and chairs are not to be removed from the hall.
- Occupancy shall not exceed **89 persons**.
- Renters must familiarize themselves with and adhere to the Fire Safety Plan and the Occupancy Load Certificate.
- Failure to comply with any section of this policy may result in future requests to use the facility being declined or deposits not being returned.

Hall Rental Agreement Form

Name of Organization or Individual: _____

Name of Organizer (Contact): _____

Phone Number: _____

Organization Type (check one):

- Jocelyn Non-Profit Group
- Ratepayer
- Other Non-Profit Group
- Non-Ratepayer
- Private Recreation / Non-Commercial Use
- Private Commercial Use

Address: _____

Phone: _____ Fax: _____ Email: _____

Date of Event(s): _____

Type of Event: _____

I, **(print name)** _____, have read and understand the terms and conditions of this agreement and agree to abide by all requirements set out herein. I acknowledge and agree that I am responsible for any damage to the facility, equipment, or property occurring during the rental period. I also understand that failure to comply with the terms and conditions of this Agreement may result in the forfeiture of all or part of the damage deposit to the Township to cover repair, cleaning, or replacement costs.

Signature of Applicant: _____ Date: _____

For Office Use Only

- Fees Paid: _____ Date: _____
- Cleaning Deposit Received: \$50.00 Yes No
- Access Code Issued: Yes No Valid From: _____ To: _____
- Post-Event Inspection Date: _____
- Cleaning Deposit Returned: Yes No Date: _____
- Staff Initials: _____