



## **SPECIFIC TERMS AND CONDITIONS FOR USE OF HALLS**

### **CONTRACT HOLDER: PLEASE READ ALL OF THESE PROVISIONS**

#### **City of Ottawa**

1. A refundable deposit, in the form of cash, a certified cheque, credit or debit card, may be required prior to the rental period as a guarantee against damages or other incurred expenses. The amount of the deposit may vary depending on the type of event.
2. The contract holder will incur additional charges for time required before or after the rental period.
3. If a refund is requested, a Refund Request Form must be completed and submitted to City staff for processing. A Processing Fee of \$25 will apply to all refunds, whether by cheque or credit card, and will be processed within 21 days of the receipt of the completed Refund Request Form. Otherwise, the refund will be credited to your account and no Processing Fee will be charged.
4. Access to the hall, prior to the event, shall be at the discretion of the City and additional charges will be levied.
5. The City reserves the right to monitor the use of the hall by the contract holder to ensure that all regulations are being observed and respected.

#### **Contract Holder**

6. For infrequent bookings, 50% of all charges shall be paid for at the time of the booking. In the case of “performing rights” for theatre groups, an additional fee may be imposed.
7. Maximum attendance must be monitored by the permit holder and will be governed by the applicable regulations including those for Fire, Ontario Health Board and Liquor Licence Act of Ontario.
8. Please note that a business license or exhibition permit may be required for your event. Please consult with By-Law Services at 613-580-2424 ext. 41363 for further information and clarification.

#### **Liquor Events**

9. The contract holder must comply with the City of Ottawa Municipal Alcohol Policy and the Liquor Licence Act of Ontario as it relates to the Alcohol and Gaming Commission of Ontario Special Occasion Contract regulations, which include but are not limited to:
  - a. No one under the legal drinking age of 19 shall be served alcohol;
  - b. Age of Majority Cards or a Photo Drivers Licence, are the only acceptable pieces of identification for the purposes of verifying age;
  - c. Where applicable, and if not otherwise specified in the Municipal Alcohol Policy, all liquor, beer, soft drinks and banquet supplies brought into the hall for the event must be removed from the premises within forty five (45) minutes after the event or function is finished, unless special permission has been granted by City staff.

#### **Insurance**

10. For hall rentals **not** involving the serving of alcohol, refer to Clause #27 of the General Terms and Conditions for insurance requirements.

For hall rentals **involving** the serving of alcohol, refer to Clause 14.0 of the Municipal Alcohol Policy for insurance requirements.

For the information of contract holders that do not have third party liability insurance coverage, a Special Events Liability insurance program is available for purchase from



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your facility rental representative at a nominal cost. Specific event exclusions apply; check with your facility rental representative.

#### **Key Agreements**

11. If applicable, as required within the Key Agreement Policy, implementation procedure 4.4.0, all contract holders will be required to sign and adhere to the conditions and requirements contained in the Key Agreement.

#### **Contract Holder Responsibilities for Set Up and Take Down**

12. It is the responsibility of the contract holder to ensure that the direction of the facility manager is followed concerning the set up and take down of equipment and decorations required for the event.
13. The use of confetti, natural Christmas trees and any decorations that use candles or an open flame, pyrotechnics or dry ice are prohibited.
14. All garbage must be put in containers; all glasses and bottles must be cleared from the tables.
15. All garbage must be disposed of in accordance with recycling practices and the direction of the Facility Manager.
16. Where applicable, all dishes, cutlery, etc. must be washed and put away in the cupboards and the kitchen must be left clean. The clean up must be completed within one hour after the completion of the event and not later than 1:30 a.m. on the same night the contract holder uses the hall.

#### **Communication**

17. The contract holder shall be responsible for making its members, users and participants aware of these terms and conditions and for making a copy of these terms and conditions available for inspection by its members, users and participants, if requested.

**Non-compliance with the terms and conditions of this contract could result in the immediate suspension of the contract(s) or a written warning. A second incidence of non-compliance will result in the cancellation of the contract.**

**Note: These terms and conditions are reviewed annually.**