



172 South Drive, Bldg 5  
P.O. Box 154  
Simcoe, ON  
N3Y 4L1

## Rental Agreement for the Use of the Simcoe Curling Club

**Between:** Simcoe Curling Club (*Known hereinafter as the Club*)

**And:** \_\_\_\_\_ (*Known hereinafter as the Guest*)

Whereas the Club leases a building known as the Simcoe Curling Club and the Guest wishes to hold a private function therein.

**IT IS AGREED:** The Club will permit the Guest to use the curling club facilities for a

\_\_\_\_\_ event/function on  
\_\_\_\_\_, 20\_\_\_\_, as per the times and applicable fees listed on **Schedule A.**

1. The club capacity is 120 persons.
2. That the Club shall collect a fee of \$150 as a non-refundable cancellation deposit or as a refundable cleaning/damage deposit for other than fair wear and tear. This is to be paid at the time of booking. If all conditions of this agreement are met and the cleanup is satisfactory, the deposit or any amount apportioned due to charges shall be returned by mail or e-transfer to the address provided by the Guest within 60 days of the end of the event.
3. That the Guest shall provide, **not less than 15 days before rental**, a certificate of liability insurance with a non-cancellation clause during the rental period and showing the Simcoe Curling Club as an additional named insured, this signed contract, final payment and proof of Special Occasion Permit approved by the Alcohol and Gaming Commission of Ontario (A.G.C.O.) (if serving alcoholic beverages and not using the Club's bar services). The failure to provide the Club with the full rent and insurance certificated 15 days prior to the rental date may be grounds for cancellation of this agreement and forfeiture of any deposits made.
4. That the sale and consumption of alcoholic beverages shall only be permitted in accordance with A.G.C.O. regulations.
5. That tables and chairs are included in the rental fee. The Guest is responsible for the setup of tables and chairs and for returning all tables and chairs to where they found them at the end of the rental period, and that all refuse and garbage is placed in bins or bags provided. If using the Kitchen facilities and not the Club's in-house caterer, the kitchen must be left in a cleaned condition, including the stove and articles used. Floors must be cleaned and washed. Failure to do this may result in all or part of the damage deposit not being refunded.
6. That the Club shall provide at no further fee, paper towels, toilet paper, garbage barrels and liners as needed.
7. That the Club shall permit the Guest to use the parking facilities on the Fairgrounds on a shared basis with other users and Guests.



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8. That the Guest or their guests shall not park any vehicles in any fire lanes.
9. That the Guest whose signature is present below shall be in attendance for the duration of the event and shall be responsible for the actions of the occupants of the facility during the rental period.
10. That the Guest shall not permit the fastening of any object to the ceiling, and that posters, etc. shall only be fastened to the walls by painters green masking tape. No cellulose tape or pins etc. to be used.
11. That the Guest shall remove all decorations, food and beverages by the end of the rental period.
12. No tables, chairs, carts or other items in the facility are to be removed from the building for any reason.
13. The Club reserves the right to cancel the reservation by providing written notice to the Guest at least 30 days in advance of the event date. Cancellations due to equipment failure, public health notice and inclement weather are exempt from notice. Every effort will be made to reschedule your event.
14. By signing below, I have read and understood the rules, regulations and reminders as listed on Page 3 of the Agreement.

| Payment Schedule                        | Amount | Date Due              | Date Received |
|-----------------------------------------|--------|-----------------------|---------------|
| Reservation Damage<br>& Cleanup Deposit |        |                       |               |
|                                         |        | (15 days prior event) |               |
| Final Payment                           |        |                       |               |

**IN WITNESS WHEREOF** the Simcoe Curling Club and the Guest have hereunto signed by its authorized personnel below:

For the Club: \_\_\_\_\_ Date: \_\_\_\_\_

For the Guest: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_



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**Upon receipt of this signed Agreement an invoice will be provided.**

**Receipt of deposit/ payment will confirm the reservation.**

**E-transfer to be made to [sccpayments@simcoecurlingclub.ca](mailto:sccpayments@simcoecurlingclub.ca)**

**Rules, Regulations & Reminders**

Initial

## **Fees & Insurance**

The rental fee and the Liability Insurance Certificate are due 15 days prior to the date of the rental. The Guest must be the name of insured on the Liability Insurance Certificate. Also, the Simcoe Curling Club must be listed as additional insured in the amount of \$2,000,000 with a \$500,000 tenant legal liability and the date, time and location of the event.

## **Keys/Access**

The Guest may arrange for a tour of the club prior to the event to view layout and review procedures. For the day of the event, arrangements need to be made to gain access to the club. To do so, please contact: Karen Casselton-Bower [bonspiels@simcoecurlingclub.ca](mailto:bonspiels@simcoecurlingclub.ca)

## **Day of Event**

Club representative shall drop in throughout the event to answer any questions, to ensure compliance with all the conditions and to ensure your enjoyment of the facility.

## **Catering Services**

The club has an in-house caterer. There is no additional charge or clean up required of the kitchen facilities if using the in-house caterer. Please see the Event Catering Requirements Form for contact information. Outside caterers must complete an Occasional Kitchen Usage Rental Agreement, provide copy of caterer's liability insurance, and a kitchen usage fee applies.

## **Special Occasion Permit**

If not using the Club's bar services and alcohol is being served, a copy of the A.G.C.O. Special Occasion Permit must be posted in the bar area and liquor may only be consumed in the Lounge during the times outlined on the permit.

## **Closing of the Building**

The building must be cleaned and vacated by 3:00 am. There is no storage available after 3:00 am unless previously arranged and noted on the Agreement. If using the Club's bar services, the bar tender will be the last person out and will secure the building. If not using our bar services, arrangements will need to be made to secure the building.

## **Reservation Damage & Cleanup Deposit**

If all conditions of the Agreement are met and the cleanup is satisfactory, the deposit shall be returned by mail or e-transfer provided by the Guest within 60 days of the end of the event.

## **Games/Activities**

Games and activities where objects may hit walls, ceilings or floor are prohibited. Decorations should not include glitter, boa feathers, and other fine particles that could be tracked onto the curling ice surface. All A.G.C.O. regulations apply to cards and any games of chance.

## **Ice and Rocks**



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All participants must have clean soft-soled footwear to enter the ice level/surface. (Shoes cannot have been worn outside prior to entering the ice level/surface.) Participants without proper footwear will not be allowed on the ice. Curling stones are to remain on the ice at all times – do not lift them.

## Schedule A – Applicable Fees

**Guest:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Timings:** Lounge \_\_\_\_\_ Kitchen \_\_\_\_\_ Ice \_\_\_\_\_

\* No more than 8 active participants per sheet

|                                                                                    | School<br>Rate | Not for Profit/<br>Members | Non-Mem<br>bers | # of<br>sheets | Total<br>Amount |
|------------------------------------------------------------------------------------|----------------|----------------------------|-----------------|----------------|-----------------|
| Ice Rental ONLY<br>(2 hour time slot)                                              | \$40/sheet     | \$55/sheet                 | \$70/sheet      |                |                 |
| Instructor                                                                         | X              | \$40/sheet                 | \$40/sheet      |                |                 |
| Ice Technician<br># ____ hrs x \$20/hr                                             | X              |                            |                 |                |                 |
| Full Day Inclusive Rate                                                            |                | \$800                      | \$1,200         |                |                 |
| Lounge Rental ONLY                                                                 |                | \$150                      | \$300           |                |                 |
| Live Band Entandem Fee                                                             |                | \$50                       | \$50            |                |                 |
| Kitchen Rental (waived if using<br>in-house caterer)                               |                | \$120                      | \$120           |                |                 |
| <b>Subtotal</b>                                                                    |                |                            |                 |                |                 |
| HST (13%)                                                                          |                |                            |                 |                |                 |
| Bartenders<br># ____ x ____ hrs x \$17.95/hr                                       |                |                            |                 |                |                 |
| Bar Gratuity 15% if not a cash<br>bar (bar tab must be settled by<br>end of night) |                |                            |                 |                |                 |
| <b>Final Payment</b>                                                               |                |                            |                 |                |                 |
| <b>Less - Reservation Damage &amp; Cleanup Deposit</b>                             |                |                            |                 |                |                 |



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|  |                          |  |
|--|--------------------------|--|
|  | <b>Debit/Credit Owed</b> |  |
|--|--------------------------|--|

For the Club: \_\_\_\_\_ Date: \_\_\_\_\_

For the Guest: \_\_\_\_\_ Date: \_\_\_\_\_