



Huntley Community Association

Mess Hall Rental Agreement

General Terms

1. The HCA reserves the right, entirely at its discretion to accept or reject any application for use of any facility.
2. The HCA shall have the right on 24 hrs notice to the Lessee to terminate this agreement or, in the case where this agreement covers more than on day's use, to cancel the Lessee's right to use the facility for any one or more of the booked dates as set out herein and in such event the HCA may, in its discretion grant a proportionate rebate for the period of time cancelled.
3. The HCA shall have the right to terminate this agreement immediately without notice, if, in the opinion of the HCA, the Lessee, or any person(s) using the facility with the consent of the Lessee, are guilty of willful damage, unlawful consumption of alcoholic beverages, or misconduct or violation of any HCA regulations or any by-laws of the City of Ottawa. The Lessee must pay for any damages to the facility or furnishings arising out of the use of the facility by the Lessee. A security deposit of \$250.00 to \$500.00 is required, as a guarantee against damages or other expense incurred by the HCA and/or City of Ottawa resulting from this rental agreement. Deposits, less amounts properly expended by the HCA will be returned within 30 days of rental period.
4. All requests for equipment or services not included in this agreement must be made in advance and will be subject to the approval of the HCA.
5. The use of decorations, special equipment or special effects not provided in the facility must comply with public safety and fire regulations and must be approved in advance by an HCA Representative. All must be removed from the facility at the close of the event. Only masking tape, painter's tape and/or sticky tac are to be used to attach decorations to any surface within the facility.
6. This agreement is not assignable or transferable.
7. **Insurance Requirements: IT IS STRONGLY RECOMMENDED THAT THE LESSEE CONSIDER FULLY HIS LIABILITY INSURANCE REQUIREMENTS.** The City Insurance Policy does not provide coverage to the Lessee and therefore, the Lessee must provide his own insurance.
8. The Lessee shall adhere to all Fire Regulations including ensuring all exits are kept free of obstruction and the numbers admitted to the facility do not exceed the limits set by the Fire Department (max 180 people)
9. The HCA shall not be responsible for failure to provide any facility due to circumstances beyond its control.
10. The Lessee must, at all times, take direction from the HCA Directors or their designated agent(s).
11. It is the sincere desire of the HCA to have all activities conducted in a sportsman-like and orderly manner. The Lessee is requested to co-operate to this end.
12. Gender/Plurality – If there is more than one Lessee or the Lessee is male or female or a corporation, the agreement shall reach will all grammatical changes appropriate by reason thereof



Huntley Community Association

Mess Hall Rental Agreement

Banquet Etc. Regulations

13. If alcoholic beverages are to be served. The use of the word "bar" in any advertising to promote the event is prohibited unless permission has been given by the city.
14. **FOOD (sandwiches at the minimum) MUST BE AVAILABLE** sometime during the hours the bar is open. And, a written receipt for the purchase of food must be given to the HCA Bartenders at the beginning of the event.
15. The HCA is not responsible for any lost or stolen articles, under any circumstances.
16. It is the responsibility of the Lessee to ensure that all glasses, bottles, etc. are cleared from the tables before leaving the premises.
17. It is the responsibility of the Lessee to ensure that all garbage is disposed of and the facility left tidy after the event.
18. All banquet supplies etc. brought into the facility for the event must be removed from the premises within one hour after the event/function is completed, unless special permission for other arrangements have been authorized by the HCA.
19. For rentals of the facility; one security officer per 100 people or part thereof is required; and no minors to be allowed; EXCEPT for Weddings, Anniversaries, Birthday Parties and/or Sports Banquets.
20. The Lessee is responsible for emptying and locking the facility, at the close of the even or no later than 2:00 AM.