

Huntley Community Association (HCA)
P.O. Box 167, Carp, Ontario K0A 1L0

Mess Hall Facility Rental Agreement – General Terms

Revised January 2025

1. It is the sincere desire of the Huntley Community Association (HCA) to have all activities conducted in a respectful and orderly manner. The Lessee is requested to cooperate to this end.
2. This agreement is not assignable or transferable. The Lessee shall attend the event for which the contract was issued and be responsible for decision-making during and after the event.
3. The HCA shall not be responsible for failure to provide any facility due to circumstances beyond its control (e.g. severe weather emergency, blackout, fire, flood, etc.).
4. The HCA reserves the right, entirely at its discretion, to accept or reject any application for use of any facility. The HCA will not authorize a rental or use of its facilities to an individual or group that supports or promotes views, ideas or presentations which promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, sexual preference, or disability. The HCA reserves the right to cancel a rental agreement if any of the above-noted circumstances arise.
5. 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, violation of any terms of this rental agreement or any By-laws of the City of Ottawa, or any applicable Federal or Provincial law.
6. The HCA is not responsible for any lost or stolen articles, under any circumstances.
7. The Lessee must at all times take direction from the HCA Mess Hall Director, the HCA Bar Director, and designated representative(s).
8. Alcohol consumed at the facility must be purchased through the HCA. The HCA will provide bar facilities and the appropriate number of Smart Serve-Certified bar staff based on the party size. No outside alcohol can be consumed nor supplied, in compliance with our AGCO liquor license and HCA policy. No alcohol is permitted on the premises (i.e. inside the building and outside on the property) if the bar has not been rented. Failure to adhere to the AGCO regulations as administered by the HCA will result in the loss of renter's damage/compliance deposit and potential cancellation or termination of the event.

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9. Insurance requirements: it is recommended that the Lessee consider fully their liability insurance requirements, and whether their personal/ home policy will provide this coverage to a limit of \$2M inclusive per occurrence for bodily injury, death and damage to property. The HCA has its own liability insurance, but can also arrange for a Lessee to purchase event/activity insurance through a City of Ottawa program. Costs vary, depending on the type of event, numbers attending, and if alcohol is served. If a Lessee declines insurance, they will complete the appropriate section of the Rental Application form. Note - Insurance is **mandatory** for all events with a bar and high-risk sport activities.
10. The Lessee agrees to indemnify and save harmless, the HCA and the City of Ottawa, their directors, agents and employees from all claims for bodily injury or death of any person(s) or for damages to the property of any person(s) arising out of or relating to the Lessee's use of the facility.
11. The Lessee must pay for any and all damages to the facility or furnishings arising out of improper or careless use of the facility. A Security Deposit payment of \$300 is required as a guarantee against minor damages or other expenses (e.g. extraordinary cleaning costs) incurred by the HCA and/or City of Ottawa resulting from this rental. The HCA will apply the complete (or a portion of the) deposit to cover any damages. If more serious damage occurred, the HCA shall seek full restitution for damages caused to the facility or equipment by the contract holder or attendees, arising from the use of the facility. If no damage or extraordinary expenses have been incurred, this Security Deposit will be returned within 30 days.
12. The Lessee will not use push pins or tape to install decorations on walls, ceilings or painted surfaces. Candles, confetti, and glitter are not permitted. Damage to any surface will be charged to the Lessee. Any special equipment or special effects must comply with public safety and fire regulations. All decorations and equipment must be removed from the facility at the close of the event.
13. The Lessee shall not use 'Bouncy Castles'.
14. The Lessee shall adhere to all Fire Regulations, including ensuring that all exits are kept free of obstruction. No candles or fires are to be lit. Maximum numbers admitted to the facility must not exceed the limits set by the Fire Department (i.e. Maximum seating capacity in Main Hall is 100).
15. The Lessee, for bar rentals, is to ensure that tables are cleared of all glasses and bottles within 45 minutes of the bar closing. One security officer may be required at the discretion of the HCA.

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16. The Lessee is responsible to ensure that after the event, the facility is left as clean and tidy as it was when they entered. All garbage and recycling shall be collected and disposed of in the City of Ottawa bins in the parking lot. All supplies, decorations and belongings brought into the facility must be removed within one hour after the event is completed unless other arrangements have been authorized by the HCA. The Lessee will immediately inform the HCA if there were any damages, issues or contractual variances during the use of the building.
17. Before leaving, the Lessee shall ensure that one table and one stack of 10 chairs remain in the main Hall. The rest of the chairs are to be returned to the storage room. Stack only 10 chairs maximum on each dolly for moving safety.
18. Ensure ALL Exit doors are closed securely. If the automatic door switch above the front door was enabled, ensure it has been reset to "Off". The Lessee is responsible for locking the facility and setting the Security Alarm when leaving at the close of the event, or no later than 2:00 AM. A \$100 fee is charged for keys not left in the lockbox.
19. Cancellation Policy - A request for refund must be provided in writing to the Mess Hall Director: messhall@hca-carp.ca. All refunds are subject to the discretion of the Mess Hall Director using the criteria outlined below. The HCA Treasurer will determine how best to pay the refund.
 - Less than 30 days to rental date - no refund
 - Within 31 to 60 days to rental date - 50% of rental cost will be refunded
 - More than 61 days to rental date - 100% of rental cost is refunded