



Town of Penetanguishene Recreation & Community Services Department

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2026 FACILITY RENTAL PERMIT (WITH ALCOHOL)

Penetanguishene Memorial Community Centre: Brian Orser Hall & Lounge

DATE: _____

FACILITY: ☐ Brian Orser Hall (Capacity 244)

FUNCTION: ☐ Private ☐ Public

☐ Lounge (Capacity 100)

PURPOSE: _____

EXPECTED ATTENDANCE: _____

USER GROUP: _____

CONTACT: _____

ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FACILITIES & RATES					OFFICE USE ONLY		
FACILITY/EXTRA	START TIME	END TIME	DATE OF USAGE	COST	SUBTOTAL	HST 13%	TOTAL
Brian Orser Hall Includes 1 bartender up to 6 hours				\$450.00			
Lounge Includes 1 bartender				\$250.00			
Brian Orser Hall & Lounge Includes 1 bartender				\$525.00			
Second Bartender Required over 150 people				Per Contract Pay Grid			
Bartender Prior to 6:00pm				Per Contract Pay Grid			
Place settings (dishes) per person surcharge				\$1.00			
Set Up & Take Down Fee				\$40.00			
Use of Kitchen				\$40.00			
Use of Fryer				\$150.00			

INSURANCE					OFFICE USE ONLY		
	#OF PARTICIPANTS	#OF HOURS	UNIT	COST	SUBTOTAL	PST 8%	TOTAL
Insurance Alcohol Less than 5 hours	0-50		Per/hour	\$11.78			
	51-100		Per/hour	\$14.14			
	101-150		Per/hour	\$16.49			
	151-200		Per/hour	\$18.85			
	200-250		Per/hour	\$21.21			
Insurance Alcohol More than 5 hours (Day Rate)	0-50		Per/day	\$58.91			
	51-100		Per/day	\$70.69			
	101-150		Per/day	\$82.47			
	151-200		Per/day	\$94.25			
	200-250		Per/day	\$106.03			
TOTALS							
Comments/Instructions:							
I have signed the Special Occasion Permit Holder Agreement <input type="checkbox"/>							
PAYMENT METHOD: _____ PAYMENT REC'D: _____ AMOUNT: \$ _____							

The undersigned agrees to indemnify the Corporation of the Town of Penetanguishene of all claims arising in relation to the Permit Holder's usage of the facilities provided such claims are not caused by the negligence of the Town of Penetanguishene. The Permit Holder also agrees to carry public liability insurance of not less than \$5,000,000 dollars, naming **the Corporation of the Town of Penetanguishene** as co-insured.

The undersigned further agrees to be bound by this permit and the Terms and Conditions contained herein and attached hereto and hereby warrants and executes this permit on behalf of the user group and has sufficient power, authority, and capacity to bind the Licensee with his/her signature.

The Town of Penetanguishene hereby grants permission to use the facilities as outlined, subject to the terms and conditions of this Agreement contained herein and attached hereto, all which form part of this Agreement.

Dated: _____

Dated: _____

Signature of Permit Holder

Facilities Manager or Designate

I have the authority to bind the corporation.

Notice of Collection/Use/Disclosure. Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of renting municipal property or facility space. Questions about this collection should be directed to the Town Clerk at 705-549-7453.

TERMS & CONDITIONS

Rental of any Town of Penetanguishene municipal facility constitutes acceptance of the Terms and Conditions contained herein and attached hereto.

How Do I Rent a Facility?

Complete the necessary Facility Rental Permit for indoor facilities, Sports Field Permit for outdoor facilities, parks & amenities, and a Facilities Special Event Permit for all small special event functions (including parties, fundraisers, wedding receptions, family- picnics, religious services, all licensed occasions, etc.). To host a large event (ex. Festival, championship sporting event) please complete a Request to Host a Special Event Application and/or contact the Events Coordinator.

Proof of applicable general liability insurance must accompany the permit application unless otherwise stated.

Payment of applicable fees (Damage Deposit and Rental Fees) must be paid to the Town of Penetanguishene.

Payment Information

Your Permit will outline all requirements and service charges. Payment for facility rentals unless otherwise stated, must be made not less than thirty (30) business days prior to the date of the function or event. Payment will be accepted in the form cash, cheque or money order, payable to the Town of Penetanguishene, or by VISA, MasterCard or Interact. Duplicate receipts will be subject to a \$15.00 administrative fee.

Returned (NSF) Cheques

The Town of Penetanguishene will charge an administrative fee of \$50.00 for cheques that are returned to us by the bank. If this should occur, you will be required to replace your original with CASH or CERTIFIED CHEQUE, made payable to the Town of Penetanguishene, in the amount of the total program registration fee plus the \$50.00 administration fee.

Cancellation and Refund Policy

If you cancel your booking(s) with more than thirty (30) days notification, you will receive a full refund of applicable fees and damage deposit fees paid minus a \$20.00 administration fee per booking.

If you cancel your booking(s) with less than thirty (30) business days notification, you will forfeit your full damage deposit fee.

If you cancel a regular (repeat) booking with less than seven (7) business day notification, you will be charged the applicable fees for that booking date.

All cancellations must be made in writing to the attention of the Facilities Manager or designate. Please allow 2-3 weeks to process refunds.

Health Considerations

Permit Holders shall and do agree to comply with all applicable provincial orders and directives, guidelines of public health authorities including those issued by the Province of Ontario and the Simcoe Muskoka Regional Health Unit. In addition, the permit holder shall and does agree to comply with guidelines, protocols, directives, etc., issued by the Permit Holder's governing organization(s) and/or its insurers.

Special Occasions Functions

Functions serving alcohol are required to obtain a Special Occasions Permit from the Liquor Licensing Board of Ontario and adhere to all the regulations of the Town of Penetanguishene as outlined in our Alcohol Risk Management Policy. The Permit Holder agrees to provide paid Duty Officers or Security coverage at their expense, as deemed necessary by Town staff.

SOCAN

The Society of Composers, Authors, and Music Publishers of Canada (SOCAN) is a Canadian owned, non-profit organization that protects the rights and copyrights of composers, authors, and publishers in the music industry. Fees apply to concerts, exhibitions, fairs, skating rinks, parties' receptions, dinners, dances, banquets, shows, athletic events, family gatherings held outside the home, etc., where music is played. SOCAN fees are payable by the permit holder. The Town of Penetanguishene collects and forwards 100% of this fee to SOCAN.

THE TOWN OF PENETANGUISHENE RESERVES THE RIGHT TO CANCEL THIS CONTRACT FOR ANY REASON, AT SUCH TIME ALL DEPOSITS WILL BE RETURNED. THIS PERMIT IS NOT TRANSFERABLE.



BOOKING INFORMATION

1. Cocktail/Happy Hour (please circle) Yes or No

If yes, at what time? _____

How many people? _____

Does the bar shut down during the meal? _____

2. What time do you require to be in a) to decorate? _____ bring in supplies? _____
or any other needs? _____

3. Disc Jockey or band? _____ What time for set-up? _____

If it is a band, are extra stage pieces required? _____

The DJ stage is 8'X8' and 98" high. The extra stage pieces are 4'X8' sections.

4. Without a cocktail/happy hour, what time do you require the first bartender? _____

If the function is over 150 people, what time do you require the second bartender? _____

The second bartender may be supplied by the function applicant if the person has Smart Serve or the Server Intervention Certificate which must be shown to the staff.

5. Is the event catered? _____ Caterer's name: _____

Caterer's Phone: _____ What time will he/she be in? _____

Hot or Cold buffet? _____

6. Do you need the gas oven/range turned on? _____ At what time? _____

The oven/range are lit by the arena staff.

7. Will the DJ/Band be set up to allow your use of their microphone? _____

The arena has a microphone and podium available.

8. The applicant wishing to use the oil fryer is responsible for the oil and removal of same.

9. If you require a second bartender, we will require a copy of the Smart Serve Card number.



CONTRACT FORM

AGREEMENT for the use of the Lounge and/or the Brian Orser Hall at Penetanguishene Memorial Community Centre made this _____ day of _____, 20____.

BETWEEN: The Recreation & Community Services Department, Town of Penetanguishene (The party of the First Part)

AND:

(The Party of the Second Part)

1. The Party of the Second Part agrees to rent the Lounge and/or the Brian Orser Hall (circle one or both) at the Penetanguishene Memorial Community Centre on _____, 20____.
2. The Party of the First Part agrees to offer the Lounge and/or Brian Orser Hall at the Penetanguishene Memorial Community Centre, lighted, heated, washroom facilities: a bartender, one upright fridge, tables, and chairs. Both halls are accessible by use of an elevator.
3. The party of the Second Part agrees to offer all refreshments, food, tablecloths, glasses, plates, their own change float for the bar etc. to conduct their function unless otherwise arranged.
4. The Party of the Second Part also agrees to abide by the rules and regulations set out by the Liquor Licensing Board for their Special Occasion Permit. The Party of the Second Part further agrees to abide by and follow all rules and regulations as set out in the Town of Penetanguishene Alcohol Risk Management Policy.
5. The Party of the Second Part further covenants and agrees to repair and/or pay all damage caused to building, grounds, chattels and equipment belonging to the Party of the First Part and caused by the Party of the Second Part or its agents. The said damages are to be repaired or paid for the full satisfaction of the Party of the First Part.
6. Decorations may only be used if agreed by the Facilities Manager or their agent.

7. The Party of the First Part agrees to set up said hall(s) with tables and chairs to the satisfaction of the person renting the hall(s). The layout of the event must be confirmed at least one week before the event.
8. The Party of the Second Part must remove all liquor bottles, beer bottles, food etc. and clean tables of debris immediately following their event.
9. The Party of the Second Part agrees not to hold the Party of the First Part responsible for any injuries that may occur to anyone whatsoever, either in the Brian Orser Hall and/or Lounge Area Premises or in the parking area. Party of the Second Part further agrees to manage the actions of all persons in attendance at the event which is subject to this contract.
10. If there is any contravention of the above agreement this contract becomes invalid at once.
11. For bookings failure to comply will result in an extra charge of \$50.00 for cleaning up.
12. It is the responsibility of the Party of the Second to make sure that all dishes used are cleaned properly. Failure to comply will result in an extra \$50.00 charge.

Party of the Second Part Signature

NOTES:

- Bartender is needed for all rentals.
- 2nd Bartender needed for any function of 150 or more people.
- Dishes are to be set up and taken down by the party of the second and washed and put away.
- Applicants supply their own tea towels, knives, cutting boards, can openers etc.
- Liquor Liability Insurance is mandatory as direct responsibility falls on the Liquor License Applicant. Insurance coverage is provided by PAL Insurance Brokers Ltd. at 1-800-265-8098 or Fax (1-519-583-3677) or also contact your Home Insurance Brokers of Fax (1-519-583-3677)
- Bartender(s) will do cash/ticket sales if requested.
- Removal of liquor, food, and decorations etc. must be done at the end of the function.
- The Liquor License holder /applicant is prohibited from giving or selling unused liquor/beer/wine etc. when the function is over.
- Liquor/beer gifts as part of a raffle must only be in the form of a gift voucher/certificate.
- Mix supplied by the renter i.e., Diet Coke, Sprite, Ginger Ale, Tonic Water, Club Soda, Orange Juice.
- Coffee/tea urns are available.

FOOD SUPPLY

It is the responsibility of the applicant to comply with the Alcohol and Gaming Commission of Ontario regulations and in keeping within the requirements of their Special Occasion Permit (SOP).