

Lessee Responsibilities with a Special Occasions Permit

1. **Contract must be filed and Deposit paid** in advance of the date of the event, to confirm rental. Deposit will not be returned if Lessee cancels and/or changes date confirmed unless said date is rented by the Lessor to another party.
2. The Lessee agrees to control the access at the front door until the event has concluded and the premise is vacated.
3. The Lessee shall obtain, at their expense, a minimum of two (2) security personnel or police officers. Not applicable for events such as wedding receptions, anniversaries, family dances.
4. Alcoholic beverages under an Special Occasions Permit must be served as in accordance with the Liquor Licence Act of Ontario from the designated bar area with age of majority card as the ONLY acceptable proof of age. It is the Lessee's responsibility to purchase the Liquor Licence.
5. Lessee using a Special Occasion Permit must demonstrate to the satisfaction of the Lessor that the event servers have attended a Smart Serve course and have been trained in responsible server techniques. It is also recommended that all ticket sellers have attended a Smart Serve Course. The Lessee is responsible for attaining bar staff at their expense. A list of event servers and their Smart Serve numbers must be submitted to PERC management 7 days prior to the event.
6. A copy of the Special Occasion Permit must be displayed in the bar area during the function. The person to whom a Special Occasion Permit has been issued must be in attendance from the time the bar opens to the time the bar closes.
7. The Lessee is responsible to ensure that there is an adequate supply of food as specified by the Liquor Licence Act of Ontario.
8. The bar must close and entertainment must cease by 1:00 a.m. or as stated on the Special Occasion Permit. Evidence of alcoholic beverages must be cleared from hall area one-half hour after bar closes. The premises must be vacated and all property of the Lessee, including liquor supplies must be removed from the premises by 2:00 a.m. (or 1 hour after the bar closes) or an additional \$75.00 per each half-hour shall apply, unless other arrangements are made with the Facility Manager or designate.
9. The Lessor reserves the right to close the bar if disorderly conduct warrants it, or if the Lessee is in any contravention of any regulations set by the Lessor and any regulations required under the Liquor Licence Act of Ontario.
10. The Lessee must purchase cups and mix, includes juice and pop, from the Lessor.
11. The Lessee shall be responsible for clean-up of the facility, this includes, clearing and washing off of tables and chairs, cleaning up loose refuse, wiping up all spillage on the floor, cleaning the kitchen and bar areas. All garbage must be placed in the designated area. An addition charge will be applied if the facility requires extra cleaning. The cost will be \$25 per hour, per person.
12. The Lessee is solely responsible to maintain a safe environment for themselves and all patrons. All spills or dangerous situations must be cleaned up by the Lessee. All dangerous activities or environment that cannot be handled by the Lessee must be reported to the Lessor and Police.
13. Shooters of any kind including Jello are prohibited.
14. **INSURANCE COVERAGE** Liability protection is for your protection, and is **NOT** provided under the rental agreement. The Lessee shall provide a certificate of liability insurance of not less than **\$2,000,00000**. This insurance shall name the Township of Perth East as the additional insured for at least a 24 hour period, and must contain a cross-liability clause, and must include liability with respect to the Liquor Licence Act of Ontario. The Lessee must provide a copy of the insurance coverage 7 days prior to the event.
Liability Insurance may be obtained through the Township of Perth East at an additional cost of \$175.
15. Aisles and emergency exits must be kept free from obstruction at all times in case of a fire or panic.

16. Nails, wood, screws, bolts or any similar fastening must not be used to affix scenery or decorations to walls floor or ceilings and only flameproof material must be used for decorations. Scotch tape is not permitted.
17. The **Lessor** will not be responsible for any personal injury or damage, or for any loss or theft of clothing or equipment or supplies of anyone attending the facility on the invitation of the applicant. This disclaimer also applies to the parking lot. The applicant agrees to indemnify the Township of Perth East from any action or claim brought against it as a result of the use for the facility by the user.
18. All functions which use music or have dancing are subject to SOCAN fees. These fees are not included in the rental price.