

**Municipality of Gordon/Barrie Island  
For Gordon Community Centre  
29 Noble Side Road  
Box 680  
Gore Bay, ON P0P 1H0**

***RENTAL RATES and RENTAL AGREEMENT***

<b>Rates:</b>	Licensed/Private Event	\$125.00
	Fundraiser	\$100.00
	Instructional	\$ 75.00
	Resident of Community	\$ 50.00
	Non Resident	\$ 75.00
	WI/Community 4H	\$ N/C

To confirm rental - \$100.00 cash damage deposit – to be refunded after function and premises have been inspected.

1. The capacity of the hall for all functions is 65 people.
2. The person renting the hall/kitchen is responsible for:
  - a) Cleaning off and wiping all tables and chairs
  - b) Stacking of all tables and chairs
  - c) Sweeping and spot mopping floors
  - d) Making sure all garbage is properly sorted and bagged in clear plastic bags (trash-glass-metal)
  - e) Clean kitchen – dishes, coffee perks, sink, counters, etc.
  - f) Turn off all lights
  - g) Lock all doors and windows
  - h) Report any and all damages to the hall, kitchen and property
  - i) Supply own tea towels and table cloths.
3. No open flames or confetti are allowed in the building.
4. No tape or thumbtacks are to be used on the painted surfaces.
5. The Municipality of Gordon/Barrie Island is not responsible for personal belongings of the renter or his/her guests.
6. Children's functions must be well chaperoned. Please supply adequate adult supervision to prevent injury or damage and encourage appropriate behaviour.
7. All events are to be Non-Smoking within 3 meters of building.
8. The renter will be charged for any extra cleaning and/or damages incurred.
9. Hall policy is not to lend out tables and chairs in the building.

Keys are to be picked up at the Gordon Municipal Office prior to the booked event.

Office Hours 8:30am to 4:30pm (Monday thru Thursday)

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**Rental Agreement**

I, \_\_\_\_\_, fully understand and agree to abide by the terms of this agreement.

Name \_\_\_\_\_ Rental Date \_\_\_\_\_

Address \_\_\_\_\_ Function \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Damage Deposit \$100.00 to confirm booking

Received by: \_\_\_\_\_ date \_\_\_\_\_

Refunded to \_\_\_\_\_ date \_\_\_\_\_

**Rental Fee** \$ \_\_\_\_\_

**Due upon receipt of keys**

\_\_\_\_\_

Signature on behalf of the Gordon  
Community Centre

\_\_\_\_\_

Signature of Renter