Rules and Regulations for use of City Facilities

1) The issuance of a rental agreement is entirely at the discretion of the Recreation Services Department. The Department reserves the right to cancel any permit temporarily or permanently:
   - Should accommodation be required for special events; or in an emergency
   - Upon breach of these rules and regulations;
   - Should the Department be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;
   - Should the organization fall in arrears with the City of Barrie

2) The rental contract is not transferable. The facilities named on the agreement are to be used only on the date(s) and times(s) specified and only for the purpose(s) named. **The contract is not valid without a signature by the applicant.** The person submitting this application to obtain a contract on behalf of an organization must be a person authorized by the organization to do so.

3) All cancellations must be received in writing ~ 0-60 days prior to function- no refund; 61-90 days - 50% refund, 91+ days - full refund minus $15 admin fee.

4) The City of Barrie will not be responsible for personal injury or for the loss or theft of clothing or equipment of the applicant/organization or anything left in the facility before or after the event or anyone attending on the invitation of the applicant/organization.

5) A damage deposit in the amount of $500.00 is required for all functions. A cheque made out to the City of Barrie or a credit card saved on file is required at the time of booking.

6) The applicant hereby agrees to indemnify and save harmless the City of Barrie from all claims and/or suits arising out of the applicant’s use of the facility. This indemnity does not cover or extend to any willful or negligent acts by the City of Barrie or its agents.

7) All applicants must submit a copy of an **Insurance Certificate for General Liability Insurance and/or Special Occasion Host Liquor Liability Insurance** in the amount of $2,000,000.00 with the **City of Barrie** named as an additional insured to the office one month prior to event.

8) For all licensed functions, the City of Barrie requires a copy of the Special Occasion Permit (Liquor License) and the original license must be posted at the hall/facility. As well, a copy of the Smart Serve Certificate for qualified bartender(s) must be submitted to our office prior to the event. Information is available at [www.smartservice.org](http://www.smartservice.org) all applicants must review and sign the Municipal Alcohol Policy and adhere to the guidelines within. A signed copy must be submitted prior to the event. The Municipal Alcohol Policy does outline the conditions in which youth/minors are permitted at events where alcohol is served.

9) The applicant is responsible for the conduct and supervision of the persons admitted to the facilities and shall see that all rules and regulations contained in the contract/permit are strictly observed and enforced. Any damages to facilities and/or furnishings arising from the use of such facilities and/or furnishings granted by this rental contract/permit are the responsibility of the Renter.

10) The applicant shall pay, to the City, all costs arising from the Renter’s non-compliance with this agreement.

11) All City facilities and surrounding outdoor City property are designated non-smoking as per the Provincial Non-Smoking By-Law and City of Barrie By-Law 2009-086.

12) Maximum attendance at any facility shall be governed by City of Barrie Fire Services’ regulations and/or Health department regulations and all exits must be kept free from obstruction at all times.
13) The applicant is responsible to ensure that the kitchen facilities are used for food serving and food heating only. Cooking food is strictly prohibited and is in violation of fire regulations.

14) The applicant shall be responsible for the setup and take-down of chairs and tables. All garbage shall be removed. Tables and counters are to be wiped down before putting away.

15) The applicant must comply with Federal, Provincial and Municipal By-laws and resolutions including those respecting the use of games of chance, lotteries, gambling and alcoholic beverages. Games of chance, lottery, or gambling in any form, contrary to law is strictly forbidden.

16) It is the responsibility of the applicant to see that all persons admitted to the function have vacated the premises and grounds promptly as stated on the contract. Facilities must be vacated one hour after contract expires, ensuring that all decorations and supplies have been removed. **Failure to vacate the premises one hour after the contract expires will result in additional charges**

17) Only access cards for **Southshore Community Centre and Dorian Parker** must be picked up. Southshore Community Centre access cards are picked up at the Allandale Recreation Centre and Dorian Parker access cards are picked up at the East Bayfield Community Centre. They are to be picked up the day of the rental and returned no later than the following day. If cards are not returned a $20 fee will be charged to the credit card on file.

18) Storage of equipment, supplies and materials will not be permitted at the facility before or beyond the rental contract time.

19) Parking at some halls is limited due to the multi-use of some of our facilities. Parking lots are public spaces and will not be blocked off for your event. Caterer trucks, vans, contractors etc., cannot be parked overnight unless previously agreed upon in writing with the Facility Supervisor. The Southshore Community Centre is a paid parking lot. The cost to park is $3/hour or $15/day. The lot is monitored 24/7. Barrie residents must properly display their Waterfront Parking Pass to avoid obtaining a ticket. Special Event Parking Passes are available through Service Barrie.

20) Candles are not permitted unless the flame is enclosed in a glass container.

21) Centre Supervisor/Security will be on location to ensure the Special Occasion Permit is posted. All staff tending the bar must have their Smart Serve Certificates in their possession in order to serve alcohol.

22) Chairs and/ or decorations are not permitted on the patio.

23) Alcohol is not permitted on the patio as it is not licensed.