



CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

FACILITY RENTAL / USER AGREEMENT

The following information, fees and applicable documents are required before entry to facility. The Corporation of the Township of Southwold reserves the right to cancel your booking / usage if proper documentation is not supplied.

*USER Name: _____ Phone: _____

Address: _____ City: _____

E-mail: _____ Postal Code: _____

Description of Function: _____

Facility Required: _____

Date(s) Facility Required: _____

Price: _____ Caterer: _____

- deposit: _____ Damage Deposit: _____ Bartender: _____
(non-refundable)

Balance: _____ Sign: _____

Facility User Agreement: Policies & Procedures Sketch of Facility

Will alcohol be served at the event? YES NO

Special Occasion Permit name: _____ # _____

Proof of Insurance: \$2 million liability Special Events Food Vendor Permit

The Corporation of the Township of Southwold hereby grants permission to use the facility(ies) as outlined herein, subject to the terms and conditions of the Agreement and all documents attached hereto, all of which form part of this Agreement.

The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and all Schedules attached hereto together with all applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Township of Southwold (the "Township") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature.

*USER Print

*USER Signature

date

*USER referred to in Township's Municipal Facilities Policies and Procedures attached.

Township of Southwold use only: Cheques made payable to Township of Southwold.

deposit date _____ cash \$ _____ cheque \$ _____ # _____ from _____

balance date _____ cash \$ _____ cheque \$ _____ # _____ from _____