



## PEMBROKE OUTDOOR SPORTSMAN'S CLUB

2398 Doran Road, Pembroke, ON K8A 6X6

613-735-6969

[pembrokesportsman@gmail.com](mailto:pembrokesportsman@gmail.com)

### Facility Rental Agreement

Name or Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Area required: (Circle all that apply)     **Hall:**    Upstairs    Downstairs

**POSC Member:** YES / NO                     **Range:**            Indoor        Outdoor        Shotgun        Archery

Date of Event: \_\_\_\_\_ Time: (including set-up & take down) \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Payment made out to **Pembroke Outdoor Sportsman Club** for the full rental fee must accompany this agreement.

**Club House Rental cost:** Main Hall: **Members** \$50.00 ½ Day & \$100.00 full Day, **Non-Members** \$75.00 ½ Day & \$150.00 Full Day Conference Room: **Members:** \$30.00 per booking **Non-Members:** \$50.00 Per booking

Agency Costs: **Membership** \$500.00, **Ranges** \$250.00 per day (Includes Hall Rental)

Special Requests for Event: \_\_\_\_\_

#### Terms and Conditions of Facility Rental Agreement

*The Pembroke Outdoor Sportsman Club reserves the right entirely at its discretion, to accept or reject any application for the use of any facility or area under its jurisdiction.*

1. The POSC facilities can only be used by agencies that have a current agency membership and fit into the agency category as set out by the POSC bylaws.
2. The complete control of the facility & equipment shall at all times remain with the Club through POSC management.
3. The leasee shall obey and observe all laws, by-laws of the Township of Laurentian Valley, Province of Ontario and Government of Canada.

#### HOLD HARMLESS

4. Leasee personally, jointly and severally, agrees to indemnify and hold harmless the Pembroke Outdoor Sportsman Club from and against any and all loss, claims, actions, damages, liabilities, cost and expenses including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any loss or injury whatsoever arising from use by the Lessee of the leased premises or any part thereof, or occasioned wholly or in part by any act or omission of the Lessee or by anyone permitted to be on the leased premises by the Lessee. If the POSC shall without fault on its part, be made a party to any litigation arising from the Lessee use of the Leased Premises, then the Lessee shall indemnify and hold the POSC harmless and shall pay all costs, expenses and reasonable legal fees incurred if paid by the POSC in connection with such litigation. The Lessee shall also pay all cost, expense and legal fees that

- may be incurred or paid by the POSC in enforcing the terms, covenants and conditions of this Agreement, unless a court of law shall decide otherwise.
5. POSC will clean and clear the rental area in its entirety in accordance with its standard practices, prior to the event set up.
  6. The Lessee or caterer shall clean the rental area in its entirety, following the completion of the event to the satisfaction of the POSC house chair.
  7. It is further agreed that the POSC reserves the right to terminate this agreement, to claim all costs of breach against the Lessee, to prosecute or suspend, or otherwise penalize the Lessee or other representatives for violation of the conditions contained herein.
  8. If the Lessee rents these premises for any function or event where any of type of alcohol is served, the Lessee shall do the following:
    - a. That no alcoholic beverages will be permitted on the premises unless expressly provided herein;
    - b. The Lessee shall purchase a liquor licence, and have it posted and visible at the function or event (Please see Alcohol and Gaming Commission of Ontario (AGCO) Special Occasion Permit Guide for requirements);  
<https://www.agco.ca/alcohol/special-occasion-permits-private-event>
    - c. The Lessee shall hire smart servers to serve any type of alcohol beverage; and
    - d. The Lessee shall have security personnel to monitor the function or event. (if required by AGCO).
    - e. The Lessee must provide an approved copy of liquor license from AGCO with conditions prior to approval of rental.
  9. There will be a \$75.00 administration fee for cancellation of rental by the Lessee, if cancelled with more than thirty days' notice. If cancelation by the Lessee is within thirty days of the event date, 100% of rental fee will be charged and not refunded.
  10. The Lessee shall ensure:
    - a. That the maximum number of persons using the facility shall not exceed the approved capacity of the facility (150-person approved capacity);
    - b. That law and order is preserved;
    - c. That vehicles will only park in designated parking areas;
    - d. That no changes or alterations shall be make to any facilities unless expressly permitted and provided for in this agreement;
    - e. That confetti is not permitted on the premises;
    - f. During the event and at the end of the event, all garbage will be removed from all areas;
    - g. That any broken glass, food, beverage spills that may result in personal injury or damage to the facilities or furnishings are attended to immediately;
    - h. The washrooms utilized are left in reasonable clean condition; and
    - i. That all items brought in for the event, shall be removed from the facility by the end of the event unless expressly provided herein.
  11. The Lessee shall be financially responsible to the POSC in respect of any or all property damage or vandalism arising from the use of the facility or areas granted under this agreement. Minimum charge is \$50.00, but may vary based on damage.
  12. For security reasons, keys will not be issued to renters (even if they are members of the club). This does not apply to AGENCY MEMBERS.
  13. During a rental, the House Chair will open the building to allow the renter to enter the building for their event (prior to if required). The house chair will walk the renter through the lock up procedures and give them his/her contact info so that they can contact them at the end of the day.
  14. Special Conditions may be attached to this agreement by and attested thereto.

The POSC hereby grants \_\_\_\_\_ (herein after called the Lessee) permission to the facilities as outlined, subject to the terms and condition of Agreement and affiliated documents contained herein and the attached hereto all of which form part of this Agreement.

The undersigned has read, and on behalf of the Lessee, agrees to be bound by this agreement and the terms and conditions contained herein and attached hereto and hereby warrants and represents that he/she executes the Agreement on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature.

Person responsible for event: \_\_\_\_\_, (Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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POSC Rental Chair Signature