

Clayton Community Centre

Renter's Information Pack

Welcome to the Clayton Community Centre, and thank you for considering this location for your event.

The following package has been put together to provide you with some general information about the community center and hopefully help you in your planning. We will always try to accommodate your needs so if you have any further questions please do not hesitate to contact us by email at claytonreclub@storm.ca

CLAYTON COMMUNITY CENTRE RENTALS

Special Occasion Permits and Alcohol Sales

If you intend to serve alcohol at your event, you will require a Special Occasion Permit (SOP). The type of permit you require depends on whether your event is defined as Public or Private..

Note, All Special Occasion Permits are required to be applied for by the event organizer. Accordingly, any proceeds from the sale of alcohol are retained by the event organizer.

Public Events are advertised (open to the public) and are typically of Provincial, National or International significance or charity events run by registered charities or not-for-profits. Alcohol can be sold as part of the profit making nature of these events. Tickets for such events are likely publicly available and available “at the door”.

Private Events are typically by invitation only and examples would be stag & does, wedding receptions, birthday parties, etc. There can be no intent to profit from the event through the sale of alcohol. However, alcohol can be sold at Private events as a means of recovering expenses incurred for staging the event. Expenses could include rental fees, permits, insurances, music, food, bar costs & supplies, prizes, etc, and these costs can be recovered through the sale of alcohol. The renter would need to budget the event costs and charge for alcohol accordingly, as long as there is no overall profit made over the course of the event.

It is important to know and understand your responsibilities regarding the serving of alcohol

For further information refer to www.agco.ca/alcohol/guides/special-occasion-permit-guide

CLAYTON COMMUNITY CENTRE RENTAL RATES

BOOKINGS – CONTACT: claytonrecclub@storm.ca in effect on all bookings after January 1st, 2023

Our function rates are based on a typical evening event where food is served (brought in, plated and served). Such events also typically require extended set up time beforehand which can be arranged the day before, if there are no conflicts with other functions.

HOURLY RATES only apply to short events when there is no bar and no food consumed; e.g., meetings. CLEAN-UP is not included in the rental rate however this can be provided at an extra cost.

PRIVATE or PUBLIC FUNCTION (RENTER runs & manages/retains bar proceeds) \$550.00
Non-Refundable “Hold the Date” deposit of \$150 at time of reservation

Renter is responsible for:

- Entering into and signing a contract agreement with Clayton Recreation Club
- Obtaining \$2,000,000 Liability Insurance with an Alcohol endorsement
- Overseeing ticket sales at the door for Public events (renter retains door proceeds if applicable)
- Providing items required for preparation and serving of food (this includes plates, cups, plastic cutlery, napkins, coffee, tea, etc.)
- Familiarizing themselves with the Emergency Preparedness information in this package (Page 3)
- Obtaining, covering the cost of and complying with the [SOP] Special Occasion Permit (liquor license)
- Providing certified Smart Serve bar staff [we recommend a min. of 3 persons]
- Providing certified Smart Serve security staff
- NOTE: The Renter can engage an outside bar and/or security service
- Ordering, delivery & return of liquor order for stocking the bar (includes alcoholic & non-alcoholic beverages for mixers & ice)
- Supplying and ensuring non-alcoholic beverage options are available for resale (e.g., pop & water)
- Supplying liquor and beer cups
- Supplying snack & canteen items for resale (if applicable)

FUNCTION RATE (No bar service) \$275.00
Non-Refundable “Hold the date” deposit of \$150 at time of reservation

Renter is responsible for:

- Obtaining \$2,000,000 Liability Insurance
- Overseeing ticket sales at the door (renter retains door proceeds if applicable)
- Providing items required for & overseeing preparation of any meals being served (this includes plates, cups, plastic cutlery, napkins, coffee, tea, etc.)
- Familiarizing themselves with the Emergency Preparedness information in this package
- Supplying non-alcoholic beverages for resale (e.g., pop & water)
- Supplying snack & canteen items for resale (if applicable)

HOURLY RENTAL RATE (*minimum 3hrs. – minimal food, no bar, no ticket sales, clean-up required*)
SUMMER (May thru September) \$50/hr.
WINTER (October thru April) \$60/hr.

CLEAN-UP SERVICES (*separate fee if hiring hall volunteers to do clean-up following event*) \$200.00

OUTSIDE CATERERS or USE OF COOKING FACILITIES \$10.00/hr.
 Please have the catering company contact us for further information and insurance requirements.
 Caterers are responsible for kitchen clean-up. This is not covered under the clean-up service rate.

CHILDREN’S PARTIES (not including cooking facilities) Flat Rate \$75.00.

FUNERAL & CHURCH SERVICES (*Typically 1-2 hours*) Donations appreciated

DEPOSITS ... ALL BOOKINGS ARE SUBJECT TO:

- 1) A “**HOLD THE DATE**” **DEPOSIT of \$150**
- 2) **CLEAN-UP DEPOSIT** (*Separate cheque for \$150 – refundable if facility is cleaned up as per rental agreement*)
- 3) **DAMAGE DEPOSIT** (*Separate cheque for \$150 – refundable if facility is cleaned up as per rental agreement*)

Deposits and Rental Fees

- Please make all cheque(s) payable to **Clayton Recreation Club**
- Etransfers can be made to claytonrecclub@storm.ca Please reference the event date and contract number.
- Deposits are due upon signing of Rental Agreement and/or when date is first reserved (*with the exception of hourly rentals*)
- Remaining Rental Fees are due 30 to 60 days prior to your event (by cash or post-dated cheque);
- Refundable Fees [separate cheques] (e.g. clean-up deposit) will be returned or destroyed within one (1) week following your event, provided said clean-up has been completed in accordance with rental agreement. A clean-up checklist is provided as part of this package with a copy posted in the kitchen for easy reference during your event.

EMERGENCY PREPAREDNESS

The community center phone is located in the kitchen. The number is (613) 434-1591.

IMPORTANT:

It is a Voice-Over Internet Phone (VOIP) system which means there can be a short delay between dialing and connection and before hearing a dial tone.

At the start of your event, take a moment to pick up the phone to test operation. If there is no dial tone, first check for power (i.e. router and modem indicator lights should be on) and if required, reset the circuit breaker in the furnace room accordingly.

Direct any Emergency Services to:

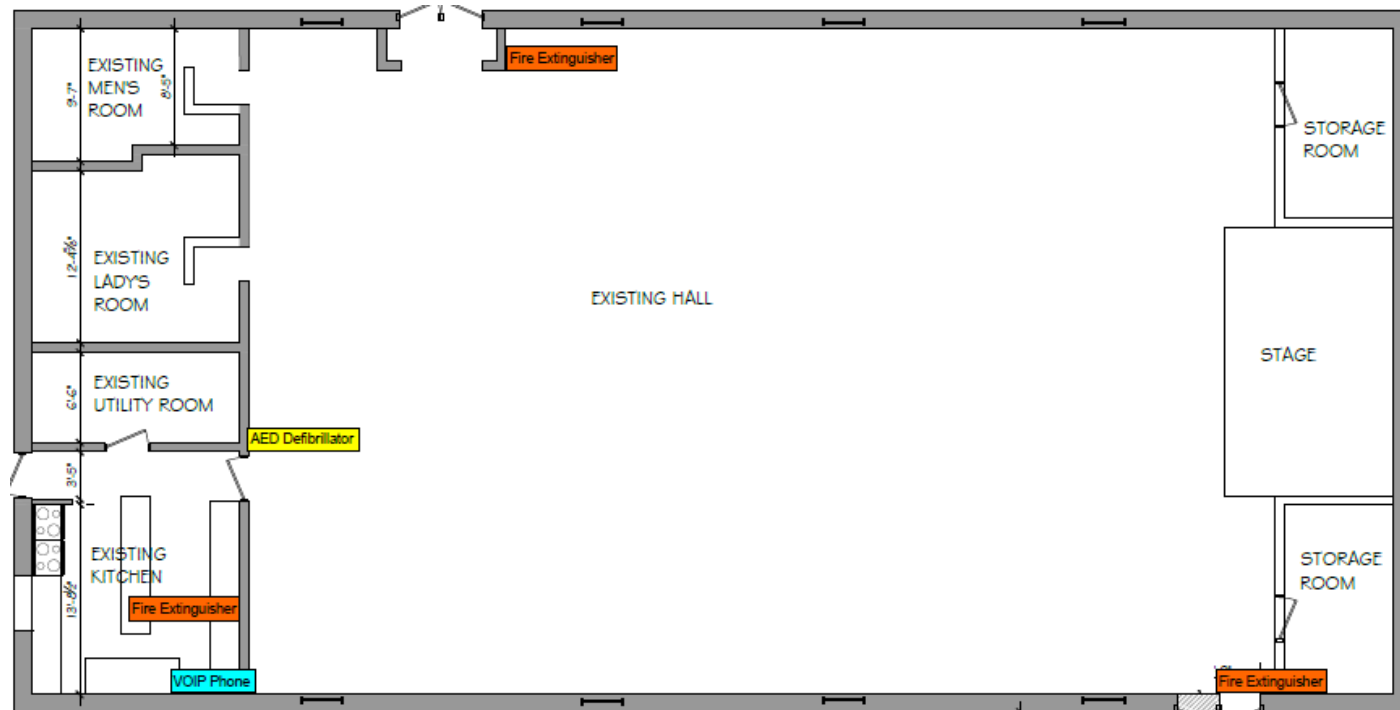
147 Linn Bower Lane, Clayton, Ontario
Cross Street: Tatlock Road at Linn Bower Lane

The facility is also equipped with an Automatic Emergency Defibrillator (AED) located just outside the kitchen door.

Fire extinguishers are also located at each exit and in the kitchen.

Familiarize yourself with the location of these items before your event begins.

In the event of an emergency (911 calls and/or using the AED), please ensure you contact a hall representative as soon as is practical. Their phone numbers are posted in the kitchen area.



MISCELLANEOUS ITEMS of INTEREST

Liquor License Rules (see www.agco.ca/alcohol/registrars-interim-standards-and-requirements-liquor)

- When alcohol is being sold or provided at your event, an SOP [Special Occasions Permit] (liquor license) is required from the AGCO [Alcohol and Gaming Commission of Ontario]
- The SOP license and levy/store receipt must be posted in the facility during your event
- Application for the permit is submitted and paid by the party renting the facility
- ALL alcohol consumption must remain within the facility and NOT in the parking lot
- Clayton Recreation Club and its representatives reserve the right to close the bar and cease serving alcohol at your event if regulations are not followed. It is the renter's responsibility to ensure their guests act accordingly.
- Any remaining alcohol must be cleared from the tables 45 min. past closing and/or in accordance with the permit
- Smart Serve Certification is required by anybody selling, serving or delivering alcohol
- Everyone should have their certificate on their person and readily available during your event

It is important to know and understand your responsibilities regarding the sale of alcohol.

Please refer to Page 1 **Special Occasions Permit and Alcohol Sales** as well as Paragraph 11 of the Terms & Conditions.

\$2,000,000 Liability Insurance

- All renters must obtain and provide proof of liability insurance for their event a minimum of 30 days prior to their event.
- This coverage may be available through your household insurance provider or online at PAL [Party and Alcohol Liability] Insurance Brokers of Canada Ltd. (www.palcanada.com)
- If alcohol is being served, ensure the insurance coverage includes "Host Liquor Liability"
- If your event is being catered, ensure the caterers also have their own separate liability insurance
- The type of liability insurance required is also determined by the nature of any entertainment at your event (e.g., live music vs. recorded)

Keys & Access to Facility

- Access to the facility **MUST** be arranged in advance with a volunteer member of the community centre.
- If one of our volunteers is not able to personally meet you at the facility to provide access, prior notification can be provided to the Clayton General Store, where you may then pick up and return the access key. If the store is closed when you return the key, please drop it into the post office box mounted outside the front door of the store.
- Once inside the facility, the ALLEN key is used to unlock the EXTERIOR DOORS. After your event, remember to **LOCK UP** using the same Allen key and leave the key behind.
- BE SURE ALL** doors are "securely" latched before leaving the facility (*if unsure, check each door by pulling the handles from outside*)

Set-up & Tear-Down

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- Feel free to set-up/decorate the facility any way you like
(EXCEPTIONS: Please NO glitter, foil, confetti, straw or hay bales)
- All decorations and items brought to the facility for your event must be taken down and removed at the end of your event
- Table configuration must look like it did prior to your set-up [e.g., tables down both sides of the facility (at the numbered locations) with 12 chair settings at each se of table (6 per side)]
- Failure to return the facility to its original set-up will cost you an additional \$100 over and above the rental fee for your event and may be deducted from any refundable portion of the clean-up deposit.
- Our facility has a standing Sunday morning rental; however, depending on the day of your event an if prearranged, it may be made to come back and finish cleaning the facility the morning following your event [check with us at the time of booking]

Kitchen Facilities [additional fees apply in the event of hot meal preparations]

- For your convenience, our facility has two stoves, a fridge, freezer, two 80 cup coffee & tea percolators, Dutch ovens and three chafing dishes (chafing fuel is not supplied)
- The far-right section of the large 3-door cooling unit is also available for food; however, the far left and middle sections of the cooling unit are required for bar service (if applicable)
- Any serving bowls, platters and cutlery used must be washed and put away [if you are unsure where something goes, just leave the cleaned items on the counter and we will put them away]
- Hang any dishcloths, tea towels and aprons up to dry and we will wash them
- The Renter is responsible for providing their own disposable plates, coffee cups, cutlery, napkins, saran wrap, coffee, tea, sugar, creamers/milk and condiments [e.g., butter, mayo, mustard, relish, ketchup] and rolls of plastic table cover
- NOTE: It takes approx. 1hr. for the coffee & tea to brew. Fill pots with the desired amount of water then pour ground coffee directly into the tray insert (approx. 1 styrofoam cup of coffee for every 10 cups of water). Plug the pots into two separate outlets [otherwise you will blow a fuse] and turn them on. The light turns red when brewing is complete. For tea, first boil the water as above then add tea to steep for 10 min. (approx. 1 tea bag for every 2 cups of water).
** Please remember to use two (2) separate plugs as perking both together will blow the fuse **

Miscellaneous items

- We have a sound system available for rent if required. Our selection of interface cables is limited, especially to smart phones, so we recommend bringing your own.
- We have local wi-fi, provided by Storm, for use by you and your guests
- A wi-fi hotspot, provided by Mississippi Mills, is available for public use
- Cell phone coverage inside the facility is typically non-existent but some plans allow wi-fi calling to be enabled

SUPPLY CHECKLIST (*print and bring with you*)

For your convenience, we have compiled a list of items you may require, depending on your event:

BAR / DRINK SUPPLIES (mix, etc.)

- Regular & Diet Coke
- Regular & Diet Pepsi
- Regular & Diet Ginger Ale
- Tonic and Soda waters
- Clamato (celery salt, celery ... although most go with pre-made canned Caesars)
- Orange Juice
- Milk (e.g., Mudslides, White Russians ... also available in pre-made options)
- Bottled Water
- Juice for kids
- Ice
- Tickets (bar & raffle)
- Beer & Liquor Cups

KITCHEN / MEAL SUPPLIES

- Coffee
- Tea
- Cream / Milk
- Sugar / Splenda
- Salt / Pepper
- Condiments (mayo, ketchup, mustard, butter, etc.)
- Aluminum Foil / Saran Wrap
- Napkins
- Paper plates
- Styrofoam cups for coffee / tea
- Plastic utensils
- Serving utensils
- Rolls of plastic table cover

We do have serving trays, utensils and real cutlery available at no extra charge. If used, they **MUST** be washed, dried and put away where you found them.

Any plates, cups, condiments, etc. that are on-site are property of the Clayton Recreation Club. Your honesty is appreciated.

CLEAN-UP CHECKLIST (*print and bring with you*)

MAIN HALL [all events]

- Empty any leftover liquids into slop pails [NO LIQUIDS IN GARBAGE PLEASE]
- Take down & remove ALL decorations & items from your event
- Wipe down all tables (& chairs as needed) with cleaning solution and wet cloth
- Sweep floor (including under and around tables & chairs)
- Scrub any spills and soiled areas with wet mop and cleaning solution

STAGE AREA [if used]

- General cleanup of any cups, plates and garbage
- Ensure any large debris is picked up from carpet

WASHROOMS [all events]

- Ensure all toilets are flushed
- Clean all toilets & urinals (incl. seats, rims and bowls)
- Wipe down vanity & sinks (incl. faucets)
- Clean mirrors
- Empty garbage (incl. small baskets in stalls)
- Sweep floors (scrub any spills & soiled areas)

KITCHEN / BAR AREA [as used]

- Wipe down all counters and HANG any wet tea towels to dry
- Rinse liquor pourers in hot water (return to storage container and cover with tea towel)
- Remove all alcohol from the premises (including empties)
- Wash and dry any dishes, utensils and trays used and return to PROPER location (if unsure, please leave clean items on the counter)
- Wipe down and disinfect sinks & stoves
- Empty filters, rinse out and dry coffee pots
- Remove ALL remaining food

GARBAGE [all events]

- Empty garbage from washroom stalls, main hall and kitchen
- All bags must be tied and placed in bin outside the back door (if there is not enough room in the bin, bags that DO NOT have LIQUID or FOOD in them may be left inside the door)
- Breakdown cardboard boxes & recycling and place in PROPER container

PARKING LOT/OUTSIDE [all events]

- Pick up any noticeable garbage / empties from the parking lot area
- Check main entrance for cigarette butts and sweep if required
- Take notice of and report anything suspicious in parking lot and surrounding area

GENERAL [all events / as used]

- Rinse and HANG mops to dry
- Empty and rinse out mop bucket
- Ensure all windows are closed
- Turn off ALL lights (incl. washrooms & stage area)
- Ensure ALL doors are locked [main entrance, side door by stage and kitchen/bar entrance]

TYPICAL TERMS AND CONDITIONS

Not all terms and conditions will apply, depending on the nature of your specific event and especially if alcohol or food are not involved. These are provided as an EXAMPLE ONLY and do not represent the binding terms and conditions which will form part of a signed rental contract.

1. EMERGENCY PREPAREDNESS (BE INFORMED – refer to Page 2 of information package)
2. CAPACITY of the Clayton Community Centre is 225 people. This includes persons working at your event. Maximum attendance will be governed by Fire and Liquor License Act Regulations. If more people show up at your event than regulations allow, any individuals over the permitted number are not be allowed to enter the facility. Enforcing these regulations is the responsibility of the Renter and count should be maintained at the point of entry.
3. CLEANING & DAMAGE DEPOSIT(S). If required, the cleaning & damage deposits are due sixty (60) days prior to your event and should be made payable to Clayton Recreation Club. Please note that these deposits are separate from the “date-hold” deposit to secure the date and space. These deposits will be refunded or destroyed within one (1) week following your rental provided the premises are maintained and left in the same condition as when rented, and satisfactory to Clayton CC. The Renter is responsible for any physical damage to the facility and any damage to/or loss of any equipment contained therein resulting from activities conducted at the facility during their rental period. The Renter agrees to indemnify Clayton CC for its reasonable costs for repair or replacement of such loss or damage. Clayton CC also reserves the right to offset such costs against any security & damage deposits provided.
4. It is the Renter’s responsibility to immediately advise a Clayton CC representative of any concerns regarding the condition of the facility upon taking possession of the premises.
5. SITE DECORATION. The Clayton CC wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow the Renter to decorate the facility to reflect their creative requirements. We do ask however, that you do not use glitter, foil, (non-paper) confetti, straw or hay bales as noted on Page 6 of information package.
6. CLEANING & TRASH REMOVAL. Clayton CC shall ensure that the facility is in a clean condition prior to your event. The Renter is required to return the space to the same clean condition in which it was found. This specifically includes, but is not limited to:
 - Sweeping and mopping of floors
 - Vacuuming of carpeted areas if required
 - Cleaning of tables and main hall area
 - Cleaning of bathroom counters and floors, flushing and cleaning of toilets
 - Cleaning of entryways (particularly in the winter)
 - Removal of garbage and debris from building and parking lot area

A clean-up checklist is provided as Page 8 of this information package. A copy should be initialed by the renter as having been completed and left on the kitchen counter following the event.

If the event the facility is not restored to its prior cleanliness, the Renter will be billed for any cleaning costs associated with restoring the facility to its prior condition and Clayton CC also reserves the right to offset such costs against any clean-up deposit provided. [Cleaning costs are assessed at \$60/hr.]

If used, the kitchen must be cleaned and returned to its original condition with all trash, composting and recyclables removed from the site as we do not have adequate facilities. Failure to remove trash or clean will result in additional fees. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke.

7. The Renter will ensure that the stove, lights and taps are turned off and the windows and exterior doors are shut and locked upon vacating the premises.
8. KITCHEN FACILITIES are available, free of charge, at the time of your event for preparing and serving a cold buffet style meal (e.g., sandwiches, cheese & pickles). An additional charge will be added to your rental should the stoves & ovens be required to prepare your meal (e.g., meat, lasagnas, hot veggies, mashed potatoes).

Refer to Page 6 of information package for additional details concerning use of kitchen facilities.

9. ALCOHOL POLICY. Liquor is not allowed on the premises unless authorized, and the appropriate permit has been obtained by the Renter. The permit must be purchased a minimum of thirty (30) days prior to your event and a copy emailed to claytonrecclub@storm.ca. The permit must be presented and posted at the main bar before alcohol can be brought onto the premises. Failure to notify a Clayton CC representative of alcohol use for an event will result in the loss of any deposits received.

Liquor may be sold and served under the authority of the Special Occasion Permit (SOP) only during the hours specified on said permit. All evidence of service and consumption of liquor must be removed from the premises immediately after the expiry time on the liquor permit.

Alcoholic beverages are only permitted in the licensed areas and must not be served to minors.

Facilities shall be vacated no later than the time stipulated on the permit and or rental contract, whichever is the latter of the two.

10. INSURANCE AND LIABILITY. Event Liability Insurance is required for all Renters and Caterers. The insurance must, at the Renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Clayton Community Centre and Clayton Recreation Club's staff against all bodily injury, property damage, personal injury and other loss arising due to the Renter's use and occupancy of the premises, or anyone on the premises in attendance at their event, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$2,000,000. The Renter agrees to provide satisfactory evidence of the existence of such insurance no less than one (1) month prior to their event. Emailed to claytonrecclub@storm.ca

If alcohol is to be served, please make sure that the insurance policy includes a Host Liquor Liability endorsement to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests.

Event Insurance can sometimes be added to your home policy by contacting your broker or a separate policy can be purchased through PAL (Party Alcohol Liability) Insurance Brokers of Canada. Their website is www.palcanada.com/en/.

If live entertainment is being offered, PAL Canada offers Special Event Insurance, which should have an alcohol endorsement.

In all cases, Clayton Community Centre and Clayton Recreation Club should be added to the policy.

Established caterers and/or outside vendors, companies, and/or institutions may use their own license and insurance. Proof of their Certificate of Insurance and Catering License **MUST** be provided to Clayton CC at least one (1) month prior to the event, naming the Clayton Community Centre and Clayton Recreation Club as stated.

Clayton CC will not be responsible for personal injury or damage, loss or theft of any article of clothing or equipment belonging to the applicant or organization or anyone in attendance. We will hold recovered items up to sixty (60) days and every attempt will be made to return any items to its rightful owner.

11. The Renter agrees to supervise and manage activities during their event and agrees that Clayton CC is not in any way responsible for the supervision and management of the Renter's activities. The Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed responsibly and its guests shall use the premises in a considerate manner at all times. Clayton CC reserves the right, in its exclusive discretion to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Clayton CC or the safety of its staff, guests or building contents.
12. The exits must be kept free of all obstructions. The fire door located by the stage area and opening to the rear parking lot **MUST BE KEPT CLOSED** at all times and is not to be used unless it is set-up as the main entrance for your event.
13. Renter agrees to comply with all applicable laws and shall not conduct any illegal act on the premises. This is a drug free and non-smoking facility at all times, **NO EXCEPTIONS**.
14. All merchandise and/or equipment delivered to the rental facility shall be left at the Renter's risk. Clayton CC shall not be responsible for the care or safekeeping thereof or any damage thereto unless expressly provided for in writing. All equipment must be removed immediately following the event unless prior arrangements have been made and agreed to by Clayton CC.

15. All arrangements regarding the starting time on the date(s) must be specific in the Agreement and if time is required for decoration or setting up, this must be agreed upon at the time of signing the Agreement. In the event that the facility is NOT occupied thirty (30) minutes after the starting time, said facility shall be made available for general use and the Renter shall be responsible for payment of all fees specified in their Rental Agreement.

16. RENTAL CANCELLATION

Date-Hold Deposit is Non-Refundable.

More than sixty (60) days prior to event: 50% of any rental payments and 100% of any damage and/or clean-up deposit(s) will be refunded.

From thirty (30) days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED but 100% of any damage and/or clean-up deposit(s) will be refunded.

Clayton CC reserves the right to cancel any rental contract within two (2) weeks of the rental date should required fees, deposits and insurance coverage not be provided. In the event Clayton CC cancels due to unforeseen issues at the facility, all deposits would be refunded immediately and every attempt would be made to assist in relocation. If the date is cancelled due to non-compliance with the terms of the permit, the above cancellation refunds will apply.

17. The Renter shall abide by all conditions and amended or additional regulations as recommended and approved by Clayton CC. Failure to do so shall result in the cancellation of the rental agreement.

18. ENTRY & EXIT. Renter agrees that Clayton CC may enter and exit the premises during the course of the event. Clayton CC will ensure a staff representative will be on site during your event to periodically check with the responsible parties that everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

19. If keys are obtained for use of the Clayton CC, the keys will promptly be returned to the event prime or volunteer representative. A sign-out sheet and key are available at the Clayton General Store. The Renter will be liable for any expenses related to the replacement of locks or keys necessitated by the failure to promptly return the keys within 24 hours [estimated cost \$100].