



FACILITY RENTAL AGREEMENT

Facility Availability must be confirmed with Parks & Recreation Department prior to submission of this Rental Agreement - Bookings are not confirmed until the Application Checklist is complete and Rental Agreement is signed.

Applicant Information	
Renter's Name	
Organization Name (if applicable)	
Address	
Phone Number	
Email	

Booking Information	
Facility proposed to be booked	<input type="checkbox"/> Alban Community Centre, 796 Hwy 64, Alban (Maximum Capacity 423) <input type="checkbox"/> Noëlville Community Centre, 21 St. Christophe St., Noëlville (Maximum Capacity 192 Upstairs Hall, 600 Arena Pad & 500 Bleachers)
Type of Function	
Date of Event	
Times of Event	Set up & Clean up Times: From _____ to _____ Event Times: From _____ to _____
Do you require access to the facility the day before the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Rental Rate Applies (please note that this may not be available depending on if it conflicts with other bookings) * arrangements to be made with Manager
Anticipated Attendance	
Kitchen Required	<input type="checkbox"/> No <input type="checkbox"/> Yes - Rental Rate Applies
Seating Arrangements Required (only available for large events)	<input type="checkbox"/> No <input type="checkbox"/> Yes - Seating plan included
Sound System Required	<input type="checkbox"/> No <input type="checkbox"/> Yes

Facility Rental Rates

(Schedule 'D' of the Fees & Related Charges By-law attached)

* Facility Rental Rate	\$	
Kitchen Rate (if applicable)	\$	
Early Set up/decoration fee (if applicable)	\$	
SUB-TOTAL	\$	
HST	\$	
Security Deposit		\$ 200
TOTAL AMOUNT DUE	\$	
Booking Deposit & Security Deposit		(\$ 300)
BALANCE OWING	\$	
*due by _____		(7 days prior to event)

FOR OFFICE USE ONLY	
Customer ID:	Invoice No.:
Invoice Date:	Date Paid in Full:

Application Checklist:

- Facility Rental Agreement, completed and signed
- Booking Deposit of \$ 100 (will be applied to the Rental Invoice)
- Security Deposit of \$ 200 (refundable)
- Certificate of Insurance - copy submitted at least two (2) weeks prior to the event
 - Minimum \$2 million in liability coverage for all events, naming the Municipality of French River as an additional insured. See Policy Item 3.5.
- Special Occasions Permit from the Liquor Control Board of Ontario - copy submitted at least two (2) weeks prior to the event (if applicable)

I CERTIFY that I have the authority to sign this agreement on behalf of the organization named above and that the information given by me in this application is true, complete and correct to the best of my knowledge.

By signing below, I ACKNOWLEDGE and AGREE that I am required to comply with any and all conditions or stipulation listed in the Terms and Conditions attached to this Agreement.

Renter's Signature

Date

Manager of Parks & Recreation
(or designate)

Date

Terms and Conditions of Facility Rental Agreement

1. Full Rental Fee must be paid seven (7) days prior to the event. The Fees are attached to the Rental Agreement and forms part of the Fees and Related User Charges By-law - Schedule 'D'.
2. Booking Deposit of \$100 is required at time of booking. The booking deposit is non-refundable if the booking is cancelled within seven (7) days of the start of the event.
3. Security Deposit of \$200 is required at time of booking. The security deposit will be refunded by the Municipality less any charges for damage or additional cleaning required as a result of the event. The renter is responsible to pay for any damages in excess of the security deposit.
4. The facility booking is not confirmed until the deposits are paid and upon a signed Rental Agreement.
5. The Municipality requires a minimum of \$2 million in liability coverage for all events, with the Municipality of French River added as an additional insured on the policy. This amount may be higher for events that include high-risk activities such as fireworks, inflatables, or alcohol service to the public. The applicant shall provide a copy of the policy or certificate two (2) weeks prior to the rental.
6. Community not-for-profit organizations may qualify for a reduced rate of a hall rental; see Section 3.9 of the Municipal Parks & Facilities Policy for eligibility criteria.
7. The Renter entering into an agreement with the Municipality must be 18 years of age or older and must be present during the entire event to maintain order of their invited guests.
8. The Municipality reserves the right to cancel this agreement in the event of an unforeseen and extenuating circumstance where other public use of the facility is required. Refunds will be provided, however, no further compensation will be provided. (one example would be the facility being required as warming/cooling/reception centre for emergency purposes)
9. Renter is required to inform the Manager in writing of any cancellation prior to seven (7) days prior to event, if cancellation is received less than seven (7) days prior to the event, the Renter will be reimbursed 50% of the total rental fees.
10. Rentals are subject to termination by the Municipality if the terms and conditions of the Rental Agreement are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.
11. Renters are to stay within the agreed start and end times for the rental. Other facility users may have booked the facility before or after your rental times.
12. Renter must ensure that all persons vacate the building by 1:30am.
13. Setting up and taking down of chairs and tables is the responsibility of the Renter unless arrangements have been made with the Manager. Renter is responsible for returning the premises back to general conditions of cleanliness and repair to which it was found prior to renting.
14. Renter is responsible for any damage to the premises and/or equipment and for any personal injuries caused while renting or using the facility.
15. All facilities are smoke-free in accordance with the Municipality's Smoke Free By-law and as prescribed by the Smoke Free Ontario Act. It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposit and future rental privileges.
16. The Municipality shall not be responsible for stolen, lost or damaged property owned or used by the Renter.

17. Confetti, sparklers or open flame items are not permitted in the facility or on the facility grounds.
18. Renter is responsible to remove all decorations and rental equipment brought into the facility.
19. All exit doors and fire routes must be kept clear and accessible in the case of emergencies.
20. Renter must comply with the facility's maximum capacity limit.
21. Renter agrees to read the fire safety plan for the rental facility and communicate this information to the users during the function.
22. Renter is responsible to ensure that all guests adhere to all federal, provincial, district and municipal by-laws and regulations.

Events using Kitchen

23. For events serving food, a Special Event Food Service Permit (SEFSP) is to be completed either by the organizer or the caterer. Applications are available through the Sudbury & District Health Unit.
24. Renter is responsible for bringing their own tea towels and cleaning supplies.

Events with Alcohol

25. Renter must apply for a special occasion permit to sell or serve alcohol at a facility and is subject to the applicable Licensed Event Hall Fee as per the Fees and Related Charges By-law. The renter may only sell or serve alcohol in the permit's designated area, in accordance with the Municipal Alcohol Policy and regulations of the Liquor License and Control Act, 2019. Permits shall not exceed beyond 1:00am.
26. Smart Serve trained servers must be used.
27. Renter will have access to the bar/fridge/freezer area of the applicable hall and is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor after the event is over. All evidence of the liquor shall be removed within 30 minutes after the expiry of the permit.

Checklist for Closing the Facility

- Chairs and tables wiped and returned to designated space
- Stove/Ovens/Burners turned off
- Countertops and Stovetop wiped
- Dishes, utensils, pots, and coffee makers, washed and put away
- No standing water in sinks
- Water taps closed tightly, toilets are flushed and not running
- Fridges and freezers emptied, cleaned
- All decorations taken down and removed from facility
- All food and liquor removed
- Garbage and recycling bagged and left in the applicable receptacles as directed by staff
- Rental equipment removed
- Lights off, windows and doors locked
- No possessions left
- Report any damage / missing equipment to Manager

Schedule "D" To By-law 2024-45
FEES AND RELATED USER CHARGES
Community Services

ICE RENTAL FEES	2024/2025 Winter Season	2025/2026 Winter Season	2026/2027 Winter Season
Public Skating	FREE	FREE	FREE
Local Minor Sports, hourly	\$ 83.19 + taxes	\$ 84.96 + taxes	\$ 86.73 + taxes
Local Adult Sports, hourly	\$ 105.31 + taxes	\$ 107.08 + taxes	\$ 109.73 + taxes
Non-Resident Sports, hourly	\$ 123.89 + taxes	\$ 126.55 + taxes	\$ 129.20 + taxes
Daytime Ice, hourly (Weekdays 8am to 3 pm, excluding holidays)	\$ 83.19 + taxes	\$ 84.96 + taxes	\$ 86.73 + taxes
Curling, per set up	\$ 193.98 + taxes	\$ 197.86 + taxes	\$ 201.82 + taxes
Curling, per hour	\$ 83.19 + taxes	\$ 84.96 + taxes	\$ 86.73 + taxes
*for every 20hrs of ice rental per month, users will receive additional 2hrs of free ice time.			

BALL FIELD RENTAL	2025	2026	2027
Youth League, per team for season	\$ 30.00 + taxes	\$ 30.00 + taxes	\$ 30.00 + taxes
Adult League, per team for season	\$ 80.00 + taxes	\$ 90.00 + taxes	\$ 100.00 + taxes
Ball Tournament, per field for day	\$ 150.00 + taxes	\$ 150.00 + taxes	\$ 150.00 + taxes

OUTSIDE VENDORS	
Outside Vendors, daily	\$ 50.00 + taxes
Outside Vendors (weekend)	\$ 95.00 + taxes

NOËLVILLE COMMUNITY CENTRE - capacity for 192 people	
Upstairs Hall - Unlicensed Event, daily	\$ 150.00 + taxes
Upstairs Hall - Licensed Event, daily	\$ 350.00 + taxes
Upstairs Hall - Meetings/Seminars, hourly	\$ 30.00 + taxes
Upstairs Hall - Non-Profit Group, daily	\$ 75.00 + taxes
Arena Pad - Unlicensed Event, daily	\$ 540.00 + taxes
Arena Pad - Licensed Event, daily	\$ 700.00 + taxes
Arena Pad, hourly	\$ 70.00 + taxes
Arena Pad - Youth Sports, hourly	\$ 35.00 + taxes

ALBAN COMMUNITY CENTRE - capacity for 423 people	
Hall - Unlicensed Event, daily	\$ 400.00 + taxes
Hall - Licensed Event, daily	\$ 600.00 + taxes
Hall - Non-Profit Group, daily	\$ 175.00 + taxes
Hall - Youth Sports/Programs, hourly	\$ 30.00 + taxes
Hall - Adult Sports/Programs, hourly	\$ 40.00 + taxes
Hall - Meetings/Seminars, hourly	\$ 40.00 + taxes
Funeral, daily (Kitchen Included)	\$ 400.00 + taxes
Wedding Package - Rate includes hall, kitchen, early set up, SOCAN, tear down next day	\$ 800.00 + taxes

OTHER FEES - ALBAN OR NOËLVILLE HALL	
Kitchen, daily	\$ 150.00 + taxes
Early set up/decoration fee - after 3pm on day before event	\$ 100.00 + taxes

COMMUNITY ANNUAL EVENTS	2025	2026	2027
Richelieu Family Ball Tournament - Weekend Rate - Rate includes hall, kitchen, ice pad, arena grounds, SOCAN, three ball fields in Noëlville and ball fields in Alban if necessary, outdoor vendors, 4 Portable Toilets provided at municipal facilities	\$ 4,000 + taxes	\$ 4,850 + taxes	\$ 5,800 + taxes
Noëlville Family Hockey Tournament - Weekend Rate Rate includes hall, kitchen, mezzanine, ice pad, SOCAN	\$ 5,000 + taxes	\$ 5,100 + taxes	\$ 5,202 + taxes

Facility User Fees for School Sports Physical Activities	
- École St-Antoine - École Secondaire de la Rivière des Français - Monetville Public School	
Ice Rental, Ball Fields, Alban & Noëlville Community Centre Halls *upon an agreeable schedule with both parties	FREE

Facility User Fees for Community Sports Physical Activities	
- Sudbury East Community Health Centre	
Ice Rental, Ball Fields, Alban & Noëlville Community Centre Halls *upon an agreeable schedule with both parties	FREE