

TOWN OF LOCKEPORT  
POLICY STATEMENT

CRESCENT BEACH CENTRE  
RENTAL POLICY

Effective Date:  
October 12, 2021

Policy # GG – 037  
Revision Date:  
February 12, 2024

## **CRESCENT BEACH CENTRE RENTAL**

The Crescent Beach Centre is the responsibility of the Lockeport Town Council.

Use of the facility must be approved by the Town Clerk/Treasurer.

The Property Manager is responsible for the bookings and inspections of the facility.

Before access is provided to the facility, all renters must complete a rental agreement application as well as a waiver of liability statement holding harmless the Town of Lockeport, its employees, agents, representatives and volunteers of any loss or damages.

### **1) Fundraising or Private Events (Available annually from Oct. 1<sup>st</sup> to April 30<sup>th</sup>)**

Rates are as follows upon signing a rental agreement:

\$50.00 – up to 4 hours

\$100.00 – full day (key night before)

A damage deposit equaling the amount of the rental fee is required upon application. This deposit will cover damages, additional clean up or missing items if there are any. The Town Clerk/Treasurer, following the event, will refund damage deposit in full upon satisfactory facility inspection. Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement. All equipment used must be stored back in its original location.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Town Council.

**Insurance requirements see item #5**

**All functions involving alcohol must have at least two (2) licensed security or engaged R.C.M.P. Officers in attendance.**

**No Smoking permitted on property.**

**License requirement**

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The individuals or organizations are responsible for obtaining any licenses that are required and must be attached to the rental agreement application.

**2) Business meetings (Available annually from Oct. 1<sup>st</sup> to April 30<sup>th</sup>)**

Businesses or organizations who wish to rent the facility for meetings can do so at the rate of \$100 plus HST per day.

A damage deposit of \$100.00 is required upon application. This deposit will cover damages, additional clean up or missing items if there are any. The Town Clerk/Treasurer, following the event, will refund damage deposit in full upon satisfactory facility inspection. Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement. All equipment used must be stored back in its original location.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Town Council.

**Insurance requirements see item #5**

**No Smoking permitted on property.**

**3) Business workshops/training (Available annually from Oct. 1<sup>st</sup> to April 30<sup>th</sup>)**

Businesses or organizations who wish to rent the facility for workshops/training can do so at the rate of \$100 plus HST per day.

A damage deposit of \$100.00 is required upon application. This deposit will cover damages, additional clean up or missing items if there are any. The Town Clerk/Treasurer, following the event, will refund damage deposit in full upon satisfactory facility inspection. Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement. All equipment used must be stored back in its original location.

If damage occurs during any function in or around the facility, then future usage of the facility by the same party may be prohibited upon a decision of the Town Council.

**Insurance requirements see item #5**

**No Smoking permitted on property.**

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#### **4) Rental Office (Available all year round)**

Organizations who wish to use the downstairs rental office, when available, may do so at a negotiated rate with the Lockeport Town Council.

A damage deposit determined by the Lockeport Town Council is required upon application. This deposit will cover damages, additional clean up or missing items if there are any. The Town Clerk/Treasurer, following the event, will refund damage deposit in full upon satisfactory facility inspection. Clean up, inside and outside the facility, is the responsibility of the party renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement. All equipment used must be stored back in its original location.

**Insurance requirements – see item #5**

**No Smoking permitted on property.**

#### **5) Insurance Requirements**

**Proof of adequate liability insurance prior to any scheduled event shall be provided to the Property Manager. Proof shall be in the form of a certificate of insurance signed by an authorized representative of the Insurance Company. Coverage must include, but not limited to, a minimum of \$1,000,000 Commercial/General Liability Coverage, including \$1,000,000 Tenants Legal Liability coverage and \$1,000,000 non-owned automobile liability coverage. The policy must include the Town of Lockeport as additional insured and evidence 30 days advance notice of policy cancellation or change.**

Any request not covered above must be submitted to the Lockeport Town Clerk/Treasurer by the applicant.

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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: October 12, 2021

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_ October 12, 2021

Town Clerk/Treasurer

Date