

TOWNSHEND THEATRE

C/O The Town of Fort Frances

740 Scott Street

Fort Frances, Ontario P9A 1H8

Rental Agreement Terms and Condition:

Whereas your organization has leased Townshend Theatre from the Town of Fort Frances, agree to the following terms and conditions as part of our rental agreement with the Town of Fort Frances

- 1) Agree to all Rules and Regulations of Townshend Theatre as provided by the Town of Fort Frances [Smoking Policy](#). [Facility Rental Policy](#). [Townshend Theatre Operations](#)
- 2) Full payment must be made upon booking the facility. In the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) Be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (807) 274-4561.
- 4) Surtax Fee- If your group/ organization is charging an admission fee, a \$1.50 surcharge per person for residents and a \$2.50 surcharge per person for non-residents will be collected on the first business day after the event.
- 5) Ushers are required for each event. Please contact Melissa Belluz at 274-4561 to hire at time of booking.
- 6) Technicians are required for each event. Please contact Melissa Belluz at 274-4561 to hire at time of booking.
- 7) Agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Townshend Theatre

Any questions or concerns regarding your booking or these terms and conditions can be directed to Jason Kabel or Melissa Belluz at (807) 274-4561.

I/We have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Townshend Theatre

Name of Organization

Authorized Signature

Date

Print Name