



### **Governing Regulations / Use of College Facilities**

1. Application to use Northern College facilities should be made with the college by contacting the Facility Coordinator at 705-567-9291 extension 3650, at least 2 weeks prior to the date of the requested use.
2. The campus Manager may refuse any application for use of facilities if he/she considers that such use conflicts with the aims and objectives of the College. Use may be terminated at any time for cause.
3. The applicant shall be responsible for the conduct and supervision of all persons admitted to the College buildings and grounds, and shall see that all regulations contained in this permit are strictly observed.
4. It will be the responsibility of the applicant to see that all persons admitted to the function vacate the building and grounds promptly at the specified time on the rental agreement.
5. The facilities designated by the College will be of suitable capacity to meet the requirements of the applicant, as indicated on the application. The capacity shown must not be exceeded.
6. The College will not be responsible for personal injury, loss or theft of articles of the applicant or any persons attending on the invitation of the applicant.
7. Open flames are NOT permitted within the facility however battery operated candles may be used.
8. Northern College reserves the right to contract additional security if deemed necessary for special events, especially when alcohol will be served at an event. Security charges will be included on final invoice.
9. Catering is available through the College Food Service operator “College Café and Catering” which can be arranged by calling Anna at 705-568-6165 or 705-570-0710. All dish ware including plates, glasses and cutlery is included in rental costs.
10. College Cafe provides full bar services including liquor license and smart serve trained bartenders. College Cafe reserves the right to have no other liquor license on our premises for all special events. Weddings may provide their own wine accompanied by a special occasion permit which could be purchased at the LCBO. Bar services will be temporarily closed until all wine has been consumed/removed from the licensed area (cannot have 2 liquor licenses operating at the same time). Regular Bar service must always be provided by College Cafe.
11. The cost of repairing damages to College property resulting from the applicant’s use of the facilities will be charged to the applicant.
12. Any cost for extra caretaking resulting from the applicant’s use of the facilities will be charged to the applicant at the predetermined rate.
13. The applicant hereby agrees to indemnify and hold harmless the College from any and all claims resulting from the applicant’s use of the College facilities and equipment.



14. Northern College reserves the right to request a deposit as follows:
- a. **Deposit:** A minimum deposit of \$300.00 is required to confirm the booking of a special event i.e.: Wedding Reception, etc... The security deposit will be credited to the balance of your function on the final invoice.
  - b. **Refund:** The deposit is refundable up to thirty (30) days prior to the date of the event.
  - c. Please note that all previous amounts owing must be paid in full prior to the signing of any new contract. Should a cheque come back NSF – Northern College reserves the right to require payment in full up front upon signing of any new rental agreement.
15. Applicants are responsible for providing parking supervision and cloakroom attendants, particularly for functions where a large attendance is anticipated.
16. Applicants must take the ladder training provided by the college (free of charge) should they require to use ladders for any purpose within the College.

I, \_\_\_\_\_, hereby understand and agree to all of the regulations mentioned above.

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

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