



**Kawartha Lakes-Haliburton  
Housing Corporation**  
322 Kent Street West, P.O. Box 2600  
Lindsay, Ontario K9V 4S7  
Tel: (705) 324-6401 1 800-463-4120  
Fax: (705) 324-0428  
www.city.kawarthalakes.on.ca

**ME10 Common Room Use – Schedule B**

**Agreement for use of Common Area**

I would like to apply to use Main Lounge Small Lounge Other area \_\_\_\_\_ at:

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_ maximum allowed: \_\_\_\_\_

**General Conditions**

The Applicant understands and agrees:

- The applicant will be attending the function for the entire duration of the event.
- That all set-up and clean-up of the lounge and kitchen will be the responsibility of the applicant. This includes washing/drying of all dishes and utensils and putting them away in the space provided, washing the kitchen floor, vacuuming and spot cleaning any spills on the carpet. If cleaning arrangements involve an outside contractor or housekeeper any cost associated with this service is the responsibility of the applicant. Refreshments, food items and disposable kitchenware are the responsibility of the Applicant;
- That smoking is not permitted in the lounge or any public area within the building or within 9 meters of the building entrance. For designated No Smoking buildings, no smoking is permitted anywhere in or on the property.
- That serving and consuming of any alcoholic beverages is prohibited;
- That outside guests will be admitted through the front entrance only and that the doors **will not** be propped open;
- That outside guests will be asked to park in the designated visitor parking area or municipal parking areas and that the applicant will arrange for direction to be provided to these guests;
- That the common areas, when in use under this agreement, shall at all times be under the authority of Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp.).

**Insurance provision**

The Applicant shall indemnify KLH Housing Corp. for all loss or damage to the building, equipment and premises, occasioned by, or arising from the use of said Building by any person or persons who may be therein or thereon by permission or invitation of the Applicant.

The Applicant will provide proof of personal liability insurance at the time of completing this application.

KLH Housing Corp. will not be responsible for personal injury or damage or for the loss or theft of anything belonging to the Applicant or anyone attending the event.

Circumstances may arise necessitating the cancellation of this Agreement.

Applicant Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Applicant contact phone number and email \_\_\_\_\_

Applicant address \_\_\_\_\_

KLH Housing Corp. signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>BOOKING CONFIRMED</b>	Signature: _____
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