

APPLICATION

**FOUR SEASONS WATERFRONT COMPLEX  
40 GARNIER ROAD  
SPANISH, ON P0P 2A0**

This permit is granted subject to the conditions which appear on Page 1 of the By-Law #2006-38. Permit holders are to note that caretaking staff may not allow access to any part of the building, or any equipment that is not included on the permit.

NAME OF ORGANIZATION OR APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_

PURPOSE FOR WHICH FACILITY REQUIRED? \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ AMOUNT \_\_\_\_\_

WILL LIQUOR BE SERVED AT EVENT? \_\_\_\_\_

NAME OF BARTENDER/TICKET SELLER \_\_\_\_\_

SMART SERVE CERTIFICATE NUMBER \_\_\_\_\_

**FACILITIES AND DATES DESIRED**

DATES DESIRED: \_\_\_\_\_

HOURS: TO OPEN \_\_\_\_\_ TO BE COMPLETED \_\_\_\_\_

**ROOMS REQUIRED- Please check off**

UPPER LEVEL:

KITCHEN  
Will you require: Gas Stove \_\_\_\_\_  
\_\_\_\_\_

BAR  
Will you require: Ice Machine \_\_\_\_\_  
Walk in Cooler \_\_\_\_\_

MAIN HALL \_\_\_\_\_

CONFERENCE ROOM \_\_\_\_\_  
\_\_\_\_\_

LOWER LEVEL:

DOWNSTAIRS MEETING ROOM \_\_\_\_\_

Schedule "E" to By-Law #2006-38 (2) of (2)

**SPECIAL EQUIPMENT REQUIRED- To Be Booked with Application**

**Please note that payment for the following is required when key is picked up before the event.**

<b>Equipment</b>	<b>Please tick if needed</b>	<b>Number Required</b>	<b>Price</b>	<b>Total Cost</b>
Sound System	_____		N/C -	Must request
Piano	_____		N/C -	Must request
Easel-Paper not supplied	_____		N/C	N/C
TV/VCR/Screen/Overhead	_____		\$25.00	_____
Table cloth(white)	_____	_____	\$3.50 each	_____
Tablesirt (white)& clips	_____	_____	\$5.50 each	_____
Napkins (per group of 6)	_____	_____	\$3.00(per 6)	_____
<b>Extension cords – not supplied</b>				

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date of Signature

**MUNICIPAL OFFICE USE ONLY**

Cost to be charged: \_\_\_\_\_ Receipt # \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Date returned: \_\_\_\_\_

Liquor Licence Permit # \_\_\_\_\_  
A.H.U. Approval \_\_\_\_\_  
Smart Serve Certificate \_\_\_\_\_

Date of Approval: \_\_\_\_\_ By: \_\_\_\_\_

Lights in upper parking lot- put on if needed: \_\_\_\_\_

Comments: \_\_\_\_\_

Was the Hall left in the same manner as it was before the rental? \_\_\_\_\_

**Security Deposit - \$100.00** Paid On \_\_\_\_\_

Town of Spanish	Fee	\$
P.O. Box 70	GST	\$ _____
SPANISH, ON P0P 2A0	Total	\$ _____
	Deposit	\$ _____
705-844-2300	Balance	\$ _____

**THE CORPORATION OF THE TOWN OF SPANISH**

**Waiver-Release Form**

\_\_\_\_\_  
**Name of Municipal Building**

I, \_\_\_\_\_, representing the \_\_\_\_\_  
Print Name of Applicant    Group/Organization/Rental Party

Do hereby acknowledge receipt of notice from the Town of Spanish Municipal Office, providing information relating to the "Smoke-Free Ontario Act", which is effective as of May 31<sup>st</sup>, 2006. (Copy attached)

I also understand that it is my responsible to educate the patrons, guests of the "no-smoking" in an enclosed public place or workplace. Smoking is also prohibited in the buildings and on the entire upper patio of the Four Seasons Waterfront Complex and the municipal gazebo at the Brennan Harbour Park. This also refers to any patio where food or beverage service is offered.

The Town will assist by educating the public through the Community Newsletter, Community Channel and the posting of signage as provided by the Algoma Health Unit.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant-User Group

\_\_\_\_\_  
Address and Phone Number

**Schedule "G" to By-Law #2006-38**

May 2, 2006

To: Boards, Committees, and User Groups

Re: Spanish Four Seasons Waterfront Complex  
All Municipal Buildings  
Gazebo at Ball park

Smoke-Free Ontario Act

Please be advised that any parties using or renting the complex must have regard for and assist in reinforcing the Smoke-Free Ontario Act and the applicable regulations.

As of May 31<sup>st</sup>, 2006, all enclosed public places and workplaces must be smoke-free. Smoking is also prohibited on the outside patio upper level of the complex.

The Algoma Health Unit will be delivering the appropriate signage for public display, which will assist in educating the public. These signs will be promptly displayed when received.

Corporations or individuals convicted of an offence could be subject to a very hefty fine. As this is a new act, any questions or concerns you may have can be directed to Mr. Al Look, or Mr. Terry Kennedy, Tobacco Enforcement Officers with the Algoma Health Unit, Sault Ste. Marie, phone number 705-541-7044, website: [www.ahu.on.ca](http://www.ahu.on.ca).

Effective immediately, all users will be requested to sign a waiver indicating that they are fully aware of this new act and will have regard for it when using municipal facilities.

I thank you in advance for your anticipating co-operation.

Sincerely yours,

Mary Bray, A.M.C.T.  
CA0

**THE CORPORATION OF THE  
TOWN OF SPANISH**

**BY-LAW #2006-38**

**BEING** a by-law to set a policy for public use of the Four Seasons Waterfront Complex for other than Municipal purposes.

**WHEREAS** the Council of the Corporation of the Town of Spanish deems it expedient to set a policy for public use of the Four Seasons Waterfront Complex for other than Municipal purposes.

**THEREFORE** the Council of the Corporation of the Town of Spanish  
**ENACTS AS FOLLOWS:**

1. That the Council hereby adopts a policy for the use of “the Four Seasons Waterfront Complex” in accordance with the rules, regulations and prescribed rates as per attached Schedules “A”, “B”, “C” and “D”, annexed hereto and forming part of this by-law.
2. That application for the use of “the Four Seasons Waterfront Complex” shall be made in the prescribed Schedule “E” as per attached hereto, and forwarded to the Clerk-Treasurer of the Town of Spanish.
3. Schedule “F” and Schedule “G” which make reference to the Smoke Free Ontario Act which became effective on May 31, 2006 and requires a signature form part of this by-law.
4. That this by-law rescinds By-Law #2004-36.
5. That this by-law shall come into force and take effect on the date it receives the third and final reading.

**READ** a first, second and third time and finally passed this 6<sup>th</sup> day of November, 2006.

\_\_\_\_\_  
Reeve- Bill Kobelka

\_\_\_\_\_  
CAO-Mary Bray, A.M.C.T.

**POLICY FOR USE OF THE FOUR SEASONS WATERFRONT  
COMPLEX FOR OTHER THAN MUNICIPAL PURPOSES**

It shall be the policy of the Municipality to encourage the widest use of public facilities by the community. Costs incurred for Municipal purposes shall be borne by the Council. Costs incurred for community purposes shall be funded by the groups utilizing the facility. The Council shall take care that the facilities are used properly.

**POLICIES**

- a. Facilities shall be defined, as including the building and equipment owned by the Town of Spanish. Where equipment is used for other than Municipal purposes, a reasonable deposit shall be required in advance to defray damage.
- b. Community purposes will be interpreted very broadly, i.e. buildings will be available to any religious denomination or political party.
- c. Where administrative staff feel a permit is controversial in nature, the permit will be delayed until the applicant can meet with Council.
- d. A deposit of \$50.00 is required to book the hall, which will be reimbursed if hall/conference room is cancelled 1 month prior to the date required.
- e. A security deposit of \$100.00 will be required when picking up the keys for a rental at the Four Seasons Complex to ensure that no damages have occurred, that the kitchen is cleaned if used and that no items are missing. The Complex will be inspected as soon as possible following the event and should the facility be found satisfactory, your deposit will be returned.
- f. Please note that this is a Smoke Free Building. Smoking is permitted only on the deck where ashtrays are provided.

**CONDITIONS**

1. Application in writing shall be received at least 7 days prior to the date required and completed checklist (Schedule "C", returned with key).
2. All fees must be paid in full in advance of receiving the key. Keys must be picked up during office hours on the afternoon of the event or on Friday afternoon for weekend rentals. Keys must be returned on the first regular office day after the event. Keys must be kept in the possession of the person signing for them and NOT TRANSFERRED to any other person. Keys may be returned along with the checklist in the Library Chute.
3. A copy of the Liquor Permit must be attached to the application if liquor is being served at the event. At least one bartender must have a Smart Serve Certificate. A copy of the Smart Serve Certificate must be attached to the application unless we already have your name and smart serve certificate information on our Municipal List.
4. An Algoma Health Unit Temporary Food Premises Permits is not required for private dues- e.g. Weddings, anniversaries. An Algoma Health Unit Temporary Food Premises permit must be attached for all rentals where **food is being sold**. An application is available at the Municipal Office.

5. Gambling in any form shall not be permitted without approval and must be stated on the application, and proper permits must be submitted with application.
6. The hall must be vacated by 2:00 a.m.
7. Any utterance of a seditious or disloyal nature shall automatically revoke the permit and shall disqualify the party or parties from further functions in the building.
8. The holders of the permit shall indemnify the Municipality for all loss or damage to the building, equipment or premises, due to vandalism, occasional or arising from the use of the foregoing by any person(s) who may be therein or thereon by permission or invitation of the holders of the said permit.

The Municipality shall not be responsible for any personal injury which shall be sustained by the permit holder, their employee, a customer, or any person who may be in or on the premises. All risk of such injury will be assumed by the permit holder who shall hold the Municipality harmless and indemnified therefrom.

9. Any decision by a quorum of Council shall be final in all matters pertaining to the use of a Municipal facility.
10. No equipment of any kind in the building shall be moved or operated unless permission is applied for in writing to Council.
11. For licensed events- beer and alcohol not to be brought to hall before day of the event. All liquor and beer must be removed from the premises immediately after the function. All other supplies can remain until the following day, provided that the hall is not booked.
12. In the event of a problem, the renter will contact the following:
 

1) Ron Stolar	844-2304
2) Jeannette D. Lortie	844-2654
3) Ethel Robinson	844-2387
13. The telephone is for local calls only. Signing Officer will be responsible for any long distance calls made during the period they possess the key.
14. The total number of admissions to any one function shall not exceed the regular seating capacity for the specified area for which the LCBO permit has been granted:
  - i) Main Hall: Capacity – 303
  - ii) Conference Room: Capacity – 75
  - iii) Downstairs Meeting Room: Capacity - 30
15. Anyone not complying with the foregoing rule and regulation shall automatically be disqualified from further use of the facility.
16. There will be **NO CONFETTI** in the building. Extra time is involved by our janitor for clean up. In the event that this occurs, the renter will be invoiced for this cost.

The conditions stated above are hereby accepted.

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Signature of Signing Officer/ Print Name

This signed Schedule “A” must be returned with your application.

Schedule "B" to By-Law #2006-38

RENTAL FEES

MAIN HALL

\$325.00	for a 1-day function, includes use of bar and ice machine.
\$500.00	for a 2-day function, includes use of bar and ice machine.
\$750.00	for a 3-day function includes use of bar and ice machine.
\$225.00	for events without alcohol (weddings)- fundraising events (bingo/ pancake breakfast etc.). Can be used either during the day from 8am to 6pm <u>or</u> during the evening from 6pm to 1am
\$125.00	hall rental for funerals- local community residents and property owners with the Funeral Director being invoiced and not the family
\$20.00	per hour for daytime functions.-meeting-sports activities etc. After 3 ½ hours, the price is \$100.00.

KITCHEN

\$50.00 per day	full use of kitchen , includes dishes, propane stove, fridge and microwave. <b>Kitchen has to be restored to its former state. This includes washing of all dishes, floors, ovens, if using the grill, the grease trap has to be emptied the next day etc.</b>
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CONFERENCE ROOM

\$150.00	for the conference room, includes use of bar and ice machine.
\$50.00	for the conference room for meetings for up to four hours. \$10.00/hour after four hours
No charge	Local Seniors Group has permission to use the room for their weekly card game.

LOWER LEVEL MEETING ROOM

\$25.00	per day for daytime functions, includes tables and chairs - No charge for Non-Profit Organizations
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- All fees are subject to G.S.T.
- The Council reserves the right to waive the rental fees in such situations, as they deem appropriate and in the best interest of the Municipality.
- All municipal users, i.e. Fire Dept., Recreation, Library, etc. will be levied the cost of cleaning and deducted as an expense from their financial statement.



Schedule "B" to By-Law #2006-38

Others Rentals

- |   |                     |
|---|---------------------|
| 1. Piano  | N/C<br>Must Request |
| 2. Electronic Equipment                                 |                     |
| - Use of Sound System, includes mic, stand and speakers | N/C<br>Must Request |
| - TV , VCR and Screen<br>(includes set up and put away) | \$25.00             |
| 3. Linens   |                     |
| - White tablecloth –price per table                     | \$ 3.50             |
| - White tableskirt – each                               | \$ 5.50             |
| - Red cloth napkins- groups of 6                        | \$ 3.00             |

PLEASE CHECK OFF AS DONE AND RETURN TO OFFICE WITH KEY

KITCHEN

- Wash and dry dishes used and put away in same spot
- Turn off all stoves. Make sure gas stove is off.
- Empty & wash all coffee pots and wipe down machine
- Wipe counters surfaces and stove tops
- Remove items from refrigerator
- Sweep floor and wash floor
- Remove all garbage to outside bin
- Turn off lights
- Close and lock door when finished.

BAR

- Post liquor license.
- Sweep floor.
- Remove all garbage.
- Remove all alcohol before leaving building that night.
- Empties must be removed within 24 hours.
- Make sure walk-in cooler is turned off and door left open.
- Turn off all lights.
- Turn off ice machine.

HALL

- Clean off all tables.
- Sweep floor.
- Remove all garbage to outside bin
- Take down any and all decorations.

GENERAL

- Bathrooms- flush all toilets and shut off lights
- Take all garbage to the outside bin.
- Lock all door-double check doors leading to balcony
- Make sure **ALL LIGHTS** are off inside building
  
- **Report any problems to Municipal Office ASAP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

Thank you for your cooperation.

- **THIS FORM MUST ACCOMPANY RETURN OF KEYS.**

## KITCHEN INVENTORY

184	Saucers (reg. size, plain white)
16	Saucers (larger, plain white)
17	Saucers (flower trim)
184	Coffee Mugs (plain white)
9	Tea Cups (flower trim)
165	6 ½" plates (plain white)
8	7" plates (plain white)
20	6 ½" plates (flower trim)
184	9" plates (plain white)
18	9 ½" plates (plain white)
31	plates (flower trim)
156	glasses
154	bowls (plain white)
3	bowls (flower trim)
48	bowls (white with blue and gold trim)
7	gravy boats
1	large plastic serving bowl with legs
8	sugar bowls
2	creamers
198	teaspoons
171	tablespoons
239	knives
178	salad forks
145	forks
1	bread knife
2	butcher knives
1	8" cook knives
2	6" cook knives
1	6" Sicilian chef knife
1	wooden salad fork & spoon set
1	plastic salad fork & spoon set
2	hand held can openers
3	wisks (2 regular size, 1 extra large)
6	soup ladles (3 metal, 2 plastic, 1 extra large)
2	potato mashers (1 regular size, 1 extra large)
1	wooden spatula
1	square pot holder
1	set of oven mitts
3	aprons
1	container for cutlery (gray)
3	small cutlery holders (pink)
1	metal cutlery holder
1	small roast pan (enamel blue)
2	glass bowls (1 white, 2 pyrex)
1	coffee maker
1	101-cup coffee maker
100	salt & pepper shakers (with stoppers)
4	glass shakers (2 with lids, 3 without lids)
1	microwave oven
1	trolley for serving food from kitchen
1	4-slice toaster
2	platters (1 white, 1 flower trim)
1	gold platter
2	round shallow wicker bread baskets
29	oval wicker bread baskets

Schedule "D" to By-Law #2006-38

10	oval black with gold trim wicker bread baskets
1	aluminum cake pan
1	oven size broiling pan & tray (blue enamel)
2	coffee makers
3	carrot graters
1	wiltshire knife
1	ginsu knife
1	large metal fork
1	wooden spoon
1	pair of tongs
1	cake knife
1	food processor, w/ book and accessories
1	electric mixer
1	glass pickle plate
3	griddle scrapers/lifters
2	15 quart stock pots with lids
2	50 quart stock pots with lids
15	large serving spoons (5 slotted, 4 perforated, 4 solid, 2 plastic)
1	continental chaffer – complete
2	butter curlers
2	butter knives
7	butter dish lids
1	butter dish bottom
1	8 oz measuring cup
1	10 oz measuring cup
1	32 oz measuring cup
1	wall mount can opener
1	lettuce container – no lid
1	dish rack – no bottom
1	1 aluminum cookie sheet
1	salad bowl (imitation wood)
1	bottle brush
2	can openers
2	ice cube trays – no dividers
2	plastic jugs – 1 lid
1	heavy glass jug
1	oversize heavy metal pan
22	table candles
2	paring knives
1	ice cream scoop
1	baster
1	corkscrew
2	serving forks
1	peeler
1	stainless steel colander
12	dish cloths
10	tea towels
4	plastic bowls with lids
6	stainless steel mixing bowls
1	oval roasting pan
1	pair oven mitts
1	wooden cutting board
1	spaghetti/blancher pot
1	plastic white garbage can
1	Wiltshire Electric Knife

**Schedule "D" to by-law #2006-38**

Purchased in October 1999

1. 2 paring knives
2. 1 ice cream scoop
3. 1 baster
4. 2 serving forks
5. 1 corkscrew
6. 1 peeler
7. 1 stainless steel colander
8. 12 dish clothes
9. 10 tea towels
10. 4 plastic bowls with lids
11. 6 stainless steel mixing bowls
12. 1 oval roasting pan
13. 1 pair of oven mitts
14. 1 wooden cutting board
15. 1 spaghetti/blancher pot
16. 1 plastic white garbage can
17. Wiltshire Electric Knife

Purchased in October 2000

- 2 stainless steel turners
- 3 turkey platters
- 4 gravy boats
- 1 3 mixing bowls, clear
- 1 3 piece mixing bowls, blue
- 3 rubber mats
- 1 electric mixer
- 2 5 quart mixing bowls
- 3 8 quart steel mixing bowls

Purchased November, 2000

- 3 Rubbermaid Fire Resistant Waste Baskets
- 4 pots w/ lids
- 1 high chair

Purchased November 13, 2000

- 1 25 lb. roast pan
- 1 turkey lifter

Purchased November 24, 2000

- 1 64 oz. tilt and pour server (hot beverage)

Purchased in 2003

- 1 dry measuring cups
- 6 sauce pans
- 2 cookie racks
- 2 cutting boards
- 6 soup laddles
- 1 frying pans (set of 3)
- 2 rolling pins
- 1 wooden spoons ( set of 3)
- 8 measuring spoons
- 2 carrot peelers

**Schedule "D" to By-Law 2006-38**

3 shredders  
2 strainers  
4 cookie sheets  
1 can opener  
1 deep fryer  
30 Assorted Plastic Containers  
2 Sets of dry measuring cups  
2 pizza pans  
2 large juice jugs with lids  
1 candy thermometer  
2 cake lifters  
4 large thongs

Purchased in 2004

1 electric grill  
1 4 slice toaster

Purchased in 2006

2 Bunn Coffee Makers and 8 pots  
43 Knives  
45 Large Spoons  
44 Small Spoons  
33 Large Forks  
37 Small Forks  
18 Steak Knives  
160 Wine Glasses