

Security Deposit, Claim Charges & Cancellation Policy

To ensure the safety and maintenance of our rental facilities, the Town of Grimsby requires a refundable security deposit for most bookings. Please review the following information regarding deposits, claimable fees, and cancellation timelines.

Refundable Security and Damage Deposits

A security deposit is required when signing out the facility key. Deposit amounts are based on event type and associated risk:

Event Type	Refundable Deposit
Meeting, Open House, Fitness Class	\$25.00
Birthday Party, Shower, Dinner (No Alcohol)	\$100.00
Birthday Party, Shower, Dinner with Alcohol, Small Outdoors	\$250.00
Stag and Does, Weddings, Large Indoor Events with Alcohol	\$500.00
Large Special Events / High-Risk Activities	\$500.00+

Notes:

- Security deposits may be waived at the discretion of the Director or designate for returning or long-term rental groups.
- These categories serve as a guideline. Staff may assign a deposit based on the nature and risk level of your event.
- Deposits for large or unique events will be determined on a case-by-case basis by the Director or designate.

Claim Charges

The Town reserves the right to retain part or all of your deposit if rental conditions are not followed. The following fees may be applied:

Reason	Fee
Failure to return key	\$25.00
Early entry or late departure	Additional rental fees as applicable
Facility left in poor condition	Hourly charge for staff cleaning time
Damage to facility or equipment	Cost to repair or replace

Additional fees may be levied if costs exceed the deposit amount, at the discretion of the Director or designate.

Cancellation and Rebooking Fees

We understand that plans may change. The following cancellation fees apply based on how far in advance notice is given:

Notice Given	Cancellation Fee
60 days or more	No charge
59 to 14 days	25% of rental fees
14 to 3 days	50% of rental fees
Less than 3 days	100% of rental rate and applicable fees

If you have questions about your deposit, cancellation, or applicable charges, please contact our office at **905-945-1288**.