

## Community Recreation Centre Rental Agreement

Contact Person and/or Group Renting:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The User is requesting the use of the Community Recreation Centre for

Date of Event: \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

Description of event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

### FEE SCHEDULE

\$100 for the first three hours, and \$50/hour thereafter.

\$200 Full evening rental (from 5pm to 8am the next morning)

\$300 Full day rate (from 9am to 8am the next morning)

### KEY FOB DEPOSIT

\$25 deposit is required for key fob to access the building. Once the key fob is returned the \$25 will be refunded.

### CONDITIONS

1. The User has read the Community Recreation Centre Rental Agreement and agrees to abide by all requirements.
2. The User has paid the Town the required deposits and rental fee.
3. The User (or designated representative: \_\_\_\_\_) will be present throughout the event.

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

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

\_\_\_\_\_  
Witness

# Town of Witless Bay Community Recreation Centre

## Rental Use Policies

1. Priority is given to Council's use of all Town-owned infrastructure.
2. The Town reserves the right to cancel any and all rentals. If the User misrepresents any information required of him or her by the Agreement, this Agreement will immediately be cancelled.
3. Full payment is due at the time key fob is picked up. An administration charge of \$50 is levied for NSF cheques, and future rentals may be cancelled by the Town.
4. A cleaning/damage deposit of \$250 MUST be deposited to the Town Office at the time of the key fob pick up. This amount will be held by the Town until the building has been inspected and it is confirmed that the User has fulfilled all the Terms of Agreement to the satisfaction of the Town.
5. Officially ratified groups and associations enjoy one free rental per week (for up to 3 hours) and rent the building for their regularly scheduled weekly or monthly, events at a 50% discount. Full price is charged for special events. Special rates are not available for fee-for-service programming.
6. Peak weekend times are available according to the following schedule & cannot be reserved weekly or monthly.
  - Fridays 1pm to 4pm
  - Saturdays 1pm to 4pm
  - Sundays 1pm to 4pm
  - Fridays 5pm to Saturday 8am
  - Saturdays 5pm to Sunday 8am
  - Saturdays 9am to 11:59am
  - Sundays 9:00am to 12:59am
7. The User may not enter the rental space before the agreed upon time. When booking the building for an event, groups and individuals should include the time it will take to set up decorations and to clean up afterwards.
8. A booking may be cancelled at no cost by notifying the Town at least 7 days before the Rental Date. If the User cancels this agreement by the stated time, the Town will refund all monies paid for the Rental. If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all monies already paid.
9. The User is responsible to ensure that attendance at the event does not exceed the maximum number of people allowed in the rental space according to the Fire Commissioner, which is specified on the facility permit. A violation of this limit will result in the immediate cancellation of this Agreement. **110** when non-fixed tables and chairs are used. **212** when chairs or standing only are used.
10. The User may decorate the floors, walls and ceilings of the rental space, provided the decorations do not mark or damage those surfaces [**Non-Marking** tape only to be used]. The User must remove all decorations at the end of rental. Groups and Individuals must leave the building clean and restored to the original condition in which it was found. All furniture/equipment must be returned to its original place.
11. Liquor may not be served at any function in the Centre without a liquor license. The User must obtain their own liquor license and present it to the Town Office prior to the event: If a permit is not presented to the Town PRIOR to event, the event will not occur. Liquor is to be distributed & consumed only in the area (room) stipulated in the contract. No liquor is to be served after the time indicated on the permit. The User must comply with all conditions appearing on the liquor license. During the rental, the Applicant must post the liquor license in a conspicuous location in the rental space.
12. There is to be no smoking in the building or less than 30m from the entrance.
13. The User is responsible for obtaining its own liability insurance. The Town of Witless Bay will not be liable for any loss or damage to any property of any participant in the rental, or for any injury to any participant resulting from any cause whatsoever except the willful misconduct or negligence of representatives, agents, or employees of the Town.
14. Buildings owned by the Town of Witless Bay are shared and publicly funded community assets. The use of Town owned infrastructure must reflect this fact. Users of the building must comply with all applicable
15. \$25 Deposit is required for the key fob access to the building. Once the key fob is returned the \$25 deposit will be refunded.

## Puffin Centre Rental Requirements Checklist

- All garbage is to be removed from the building and placed in the dumpster outside. The dumpster key is hung up by the main door. Please ensure the key is returned to this location. Additional garbage bags can be found under the kitchen sink or in the overflow storage closet located in the Annex (back room).
- Clean up of each event is the responsibility of the renter: sweeping, moping of areas due to spillage, ensuring tables are clean and wiped down and wash any dishes used.
- You are permitted to decorate the facility. However, you must not use tacks, nails or tape that will damage the walls, ceiling or floors. **[Non-marking tape/adhesive only to be used]**. All adhesive must be removed at the end of the rental.
- All lights must be turned off when vacating the building
- All doors and windows must be checked to make sure they are locked and secure.
- Rental times include set up and tear down of function. If additional time is required it must be included in the rental period.
- There is to be NO SMOKING in the building or within 30m from the entrance. A cigarette butt disposal is located by the dumpster.
- The items in the annex are not accessible for private rentals with exception of the storage closet (Extra cleaners, garbage bags, mop, etc)
- Please ensure there are minimum of 6 tables set up with 8 chairs per table. Extra tables and chairs can be found in the Annex. Please see below:



Renter signature: \_\_\_\_\_

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

Witness signature: \_\_\_\_\_

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