



Town of St. George Magaguadavic Place

COMMUNITY CENTRE RENTAL AGREEMENT

1. Rental Bookings are to be on a first come first serve basis and are to be made through the Town Office (506-755-4320). The rental agreement signed within **7 days** of rental request; otherwise, the booking is considered cancelled.
2. **Keys** are to be picked up Monday to Friday between 8:30 a.m. and 4:30 p.m. **ONLY** failure to do so will result in loss of centre use and no refunds issued. There is a \$20 cash deposit required for keys.
3. **Facility Rental is to be paid for prior to event.**
4. A waiver for the damage deposit and liability needs to be signed for **ALL** rentals.
5. In order to cancel a booking and obtain a refund of monies paid, notice must **be given to the Town Office at least seven (7) days** before the rental date. Otherwise, the rental fee will be forfeited. *exception: due to weather**
6. Only persons 19 years of age or older may rent the facility.
7. Any outside entertainment brought in to civic center **must provide** proof of **liability insurance**.
8. **NO ALCOHOL** will be permitted on the premises.
9. All activities are to be confined to the specific area rented.
10. Groups will be admitted one half hour (1/2 hour) before the rental time slot, when possible, to allow for room set-up.
11. **The rental group is responsible for their own clean-up of building. Refer to Policy #12.**
12. The rental group is **responsible for all equipment, including damage, lost or stolen items**, and agrees not to hold the Town of St George responsible for any injury or loss of personal belongings. The rental group covenants and agrees to indemnify and save harmless the Town of St George of and from any

and all manner of claims, damages, loss, costs and charges whatsoever occasioned to or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect to any matter or thing in consequence of or in connection with or arising out of the rental group's occupancy or use of said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from or on account of the same. The rental group's covenants for indemnity herein contained shall extend to all damages and claims for damage by reason of improper or faulty erections, or construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, her/his or its servants or agents, and by any reason or any insufficiency in said structures and whether or not same have been approved by the Town, its servants or agents.

13. If equipment is brought into the facility, it is to be removed immediately following the event. For exceptions, contact the Town Office. The Town is not responsible for the safety of any items left overnight.
14. All late time-slot rentals activities are to be completed, building restored to order (refer to Policy #12) and the building vacated by 10 p.m.
15. On completion of activities, any equipment or supplies used are to be cleaned and returned to their proper places, sinks cleaned, tables cleaned off, tables and chairs stacked in the proper locations, floors swept, spills and messes to be wiped up off all surfaces including floors, dishes, cutlery and glassware are to be cleaned and put away and garbage bins are to be cleaned and new bags put in containers, then **garbage is to be tied and put in the dumpster at the side of the building**. The facility should be as clean when you leave as it was when you entered, less normal wear and tear.
16. **The Town does not supply dishcloths and tea towels. You are responsible to bring your own.**
17. **If any damage occurs to the building or site of any equipment within you will be billed for the repairs.**
18. When through, turn off lights in rental area and in washrooms; close all windows and ensure the rental premises are secure on departure.
19. The throwing of confetti, rice, etc. is NOT allowed.
20. No foreign substances are to be placed on the floor, e.g., powdered wax, sand, cornstarch, etc., or any other substance used for dancing. "Smoke" or "fog" machines are NOT permitted on the premises.
21. Decorations or signs are to be attached by removable tape only, i.e., white only sticky tack, UHU Brand or 3 Command adhesive. Tacks, nails, screws or staples are NOT allowed in walls or on tables or chairs.

22. Washroom toilets and sinks are to be monitored to ensure they are not left running.
23. If the **rental group fails to complete any of the items set out above**, or does not do a proper cleanup, cost to do so will be charged at the rate of **\$25.00 per hour**.
24. All Town owned facilities are **smoke free**. Therefore, smoking of any kind is not permitted within 10 meters of any Town owned facility.
25. The rental group shall, during the term of the rental, ensure all the fire exits of the said premises are kept open and free from obstruction.
26. The rental group shall be entitled to have free use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of the facility.
27. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises, or which may make void or voidable any policy or insurance, but in such event the rental group shall thereupon pay to the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
28. Should any issue arise during the rental period, the renter should contact the Town Office or the CAO. Please do not contact a member of Public Works or a member of Town Council directly, unless otherwise advised by administrative staff. Contact numbers are posted on the bulletin board.
29. Any deviation from the policies herein established shall be referred to the Chief Administrative Officer.
30. The rental/non profit groups are responsible for setting up and taking down of table and chairs and that they are placed on the carts and stored in the proper storage rooms or you can remit the fee for this service.
31. The heat and or air-conditioner controls are not to be adjusted by anyone other than the custodian or Town staff.
32. The use of Cannabis products is prohibited on premises and/or in the building.

COMMUNITY CENTRE RENTAL RATES

ROOMS ONLY

(Effective January 2018)

Categories Rental of Room and 1 wireless microphone if needed.	Hourly Rate 1 hour	Half-Day (4 hours) 8am- 12pm or 1pm-5pm or 6pm-10 pm	Full-Day
Group A: Business Private	\$50	\$120	\$220.00
Group B: Community Service/Youth Non-Profit	\$40	\$100	\$200.00

Rate Notes:

- Taxes are included in the above price list.
- A \$150.00 kitchen fee will be charged for **all groups** and **individuals** for the use of the kitchen unless authorized by council.
- A \$90.00 fee will be added for all groups that would like to have someone set up and tear down the hall (this includes the setting up and putting away of table and chairs.)
- A \$50.00 fee will be applied for all groups requesting use of sound equipment, including power point projector and screen.
- You must request the microphone or sound system when booking, if needed.

Building Capacity & Inventory:

Main/Large Room:

- Main Room, with tables and chairs set-up: limit of **185** people
- Main Room, with chairs/audience set-up: limit of **300** people
- Standing Room (no tables or chairs): **300** people

Conference Room:

- Conference Room, with tables and chairs: limit of **22** people

Item	Quantity	Check List
*Tables	33	
*Chairs	216	
*Microphone(s), Wired	3	
*Microphone(s), Remote	1	
*Microphone Stand(s)	3	

Invoice #: _____
Receipt #: _____
Not for Profit #: _____
Key Deposit paid: Y N

BOOKING REQUEST FORM

"No smoking is permitted in compliance with Town Smoking Policy"
"No alcohol is permitted in compliance with Town Alcoholic Beverages Policy"

Please read the User Policy before completing this request.

Business, Organization or Group _____

First Name _____ Last Name _____

Telephone _____ Email _____

Mailing Address _____

City _____ Postal Code _____ Province _____

Date Requested _____ Time _____

Use of Kitchen (**\$150.00**) YES Gas Oven Electric Stove
 Grill
 NO

Set-up and Tear-down required (**\$90.00**) YES NO

Use of Sound Equipment (**\$50.00**) please specify what you require: YES NO

Speakers Projector Screen
 Projector Microphone

Air Conditioner YES NO
Heat YES NO TEMP _____

Start time – End time of rental
(Include your set-up/clean-up time) _____

I have read the User Policy and agree to abide by its terms and conditions.

Signature

I, _____, a member of _____
Name *Rental Group, if applicable*

Have hereby read and understand all policies herein; have paid the rental fee and damage deposit as laid out by the Council of the Town of St George and agree to abide by the above conditions on

_____, for _____.
Rental Date *Type of Event*

Any group or person that fails to provide complete and honest information in respect to their intended use will have their contract cancelled, and will lose all money on deposit. The Town reserves the right to cancel the contract at any time for any breach of a term of this contract.

Signature

Address

Telephone Number

Rental Fee: (\$ _____) Paid on: _____
Receipt Number: _____

Key Returned: _____

FOR TOWN USE ONLY*

The facility was found in the following condition after rental date: _____

- We have found the said facility to be in good condition with no damage, and authorize the release of the damage deposit.
- Damage has occurred as noted above and the Town of St George has been duly reimbursed for the damage.

Town Representative

Date

LIABILITY WAIVER FORM

I/We have read the regulations for the use of the Town of St George Community Centre and agree to be bound by them. In consideration of my/our use of the facility, I/we agree to indemnify and save harmless the Town of St George Community Centre, its agents, servants, employees and officials from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage of my/our person or property; however caused, arising out of or in connection with my/our utilization of facilities and notwithstanding that the same may have been contributed to or occasioned by the negligence of the Town of St George, its agents, servants, employees or officials, or any executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF I/WE have hereunder hereunto set my/our hand and

Seal this _____ day of _____, 20____.

Name of Association/Individual responsible

Contact Person

Authorized Signature



DAMAGE WAIVER

Community Center – Magaguadavic Place
11 J. O. Spinney Drive

I/we _____ agree to pay for any damages made to the
Individual or Company Name

Community Center or the contents/equipment in the Center while renting for the
purpose of _____
Event

Payment will be made to the Town of St. George, 1 School Street, E5C 3N2

Date

Signature of Renter