



## 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 must be signed and received at the Town Office within **7 days** of date requested; 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 will be issued. There is a \$20 cash deposit required for keys.
3. **All Facility Rental costs are to be paid prior to the 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: cancellations due to weather\*\*
6. Only persons 19 years of age or older may rent the facility.
7. Any outside entertainment brought in to the Civic Centre **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 damaged, 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 evening rental activities are to be completed, building restored to order (refer to Policy #12) and the premises 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. Garbage bins are to be cleaned and new bags put in containers and **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 finished with activities and cleanup, 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 3M 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 perform 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 Chief Administrative Officer 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 group(s) is(are) responsible for setting up and taking down of table and chairs and afterwards ensuring 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)**

|  |                         | Per Hour Rate | Half-Day Rate | Full-Day Rate | Weekend |
|--|-------------------------|---------------|---------------|---------------|---------|
| <b>PRIVATE GROUP or BUSINESS MEETING</b> | <b>Main Room</b>        | \$50          | \$120         | \$220         | \$450   |
|  | <b>Conference Room</b>  | \$35          | \$80          | \$140         | \$175   |
|  | <b>Lower Level Room</b> | \$20          | \$45          | \$85          | \$125   |
| <b>NON-PROFIT GROUP or meeting</b>       | <b>Main Room</b>        | \$40          | \$100         | \$200         | \$400   |
|  | <b>Conference Room</b>  | \$30          | \$70          | \$120         | \$150   |
|  | <b>Lower Level Room</b> | \$20          | \$40          | \$80          | \$100   |

**Rate Notes:**

- Pricing for the Main Room is dependent upon the type of Group renting:
  - “Group A” pricing is for businesses or private groups
  - “Group B” pricing is for non-profit groups. Include your **charitable organization number** on the Booking Form.
- A “Half Day” rental is for a maximum of four (4) hours.
- A “Full Day” rental is for a maximum of ten (10) hours.
- A “Weekend” rental is from Saturday at 8:00 a.m. until Sunday at 8:00 p.m.

**Additional Rate Notes:**

- Main Room rates include rental of **Room** and **one (1) wireless microphone**, if needed.
- 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. Kitchen fee for a Weekend rental is \$200.
- A \$90.00 fee will be added for all groups that would like to have someone set up and tear down the hall (including setup and storage 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/Room Capacity:**

| Room              | Configuration                       | Max Occupancy |
|-------------------|-------------------------------------|---------------|
| Main / Large Room | Tables and chairs                   | 185           |
|                   | Audience (chairs only)              | 300           |
|                   | Standing Room (no tables or chairs) | 300           |
| Conference Room   | Tables and chairs                   | 22            |
| Lower Level Room  | Tables and chairs                   | 30            |
|                   | Audience (chairs only)              | 40            |

**Available and Requested Inventory:**

| Item                  | Inventory | Requested |
|-----------------------|-----------|-----------|
| Tables                | 33        |           |
| Chairs                | 216       |           |
| Microphone(s), Wired  | 3         |           |
| Microphone(s), Remote | 1         |           |
| Microphone Stand(s)   | 3         |           |



Invoice # \_\_\_\_\_

Receipt # \_\_\_\_\_

Key Deposit Paid Y or 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 Rental Agreement before completing this request.**

## CONTACT DETAILS

Business, Organization or Group \_\_\_\_\_

Charitable Organization/Non-Profit # (if applicable) \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Province \_\_\_\_\_

## RENTAL DETAILS

Purpose of Rental \_\_\_\_\_

Date Requested \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Time of Rental (include setup & cleanup time) \_\_\_\_\_ Time Entering \_\_\_\_\_

Time Leaving \_\_\_\_\_

Room Requested and Fee  Main Hall \_\_\_\_\_

*(For fee information see Rental Agreement, page 4)*  Conference Room \_\_\_\_\_

Lower Level Room \_\_\_\_\_

Setup or Tear-Down Required (by Town) Additional Cost: **\$90.00**  YES  NO

Use of Kitchen (check all that apply) Additional Cost: **\$150.00**  YES  NO

Gas Oven  Grill  Electric Stove

Use of Sound Equipment (check all that apply) Additional Cost: **\$50.00**  YES  NO

Speakers  Overhead Projector  Projector Screen  Microphone

Use of Temperature Control  YES  NO

Air Conditioner  YES  NO

Heat  YES  NO Temp \_\_\_\_\_

**TOTAL COST OF RENTAL**

**ROOM SETUP DETAILS (if applicable)**

*(Use information provided on Rental Agreement, page 4)*

Room Configuration \_\_\_\_\_ # Tables \_\_\_\_\_ # Chairs \_\_\_\_\_

Other Notes or Requests \_\_\_\_\_

**AGREEMENT TO TERMS**

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 Name or Purpose of Event*

Any group or person which 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*

Rental Fee Total \_\_\_\_\_

\_\_\_\_\_  
*Address*

Paid On \_\_\_\_\_

\_\_\_\_\_  
*Telephone Number*

Receipt Number \_\_\_\_\_

Key Returned On \_\_\_\_\_

**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

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Name of Association/Individual responsible*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Authorized Signature*



## DAMAGE WAIVER

### ST. GEORGE COMMUNITY CENTER MAGAGUADAVIC CENTER 11 J. O. Spinney Drive

I/we, \_\_\_\_\_ agree to pay for any damages made to the  
*Individual or Name*

Community Center or the contents/equipment in the Center while renting for the

\_\_\_\_\_  
*Name or Purpose of Event*

Payment will be made to:

Town of St. George  
1 School Street  
St. George, NB E5C 3N2

\_\_\_\_\_  
*Date*

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