Contact Name: Organization:

Address: Email:

Contact Telephone Numbers:

Date of the Event: From (time): To: (time)

Room(s) Required: **☐** Hall only ($75 for every 4 hour period)

 **☐** Hall and Kitchen ($100 for every 4 hour period)

 **☐** Room Downstairs ($25/hour)

Total rental charge for this event:

If the facility is appropriately cleaned by the renting party, leaving it in the condition it was found, no cleaning fees will be charged.

Access to the Community Center prior to the event for decorating or event preparation may be possible but is not guaranteed.

*Note: Fees may be waived for funeral receptions and other community events.*

**Terms and Conditions**

* The renting party must assume responsibility for any damage to the Community Center.
* The renting party agrees to hold harmless and to defend the Douglas Harbour Community Center Inc. against any and all actions as a result of property damage and/or bodily injury.
* No pets are permitted in the building except service dogs.
* Children and youth must be supervised at all times.
* The renting party agrees to comply with all liquor laws as per the Liquor Control Act of the Province of New Brunswick. No liquor is permitted on the premises unless the renting party secures an event liquor license.

Will the renter be securing a liquor license for this event? Yes **☐** No **☐**

* If a liquor license is secured, the renter must provide proof of *Liquor* *Liability Insurance* in the amount of no less than one million dollars and must include the Douglas Harbour Community Center Inc. as additional insured.

**The Applicant hereby acknowledges that he/she has read and understands this rental agreement and agrees with its entirety:**

Applicant: Date:

Approved by: Date: