

Rental Agreement – Douglas Harbour Community Center Inc.

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.

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Rental Agreement Checklist

The Hall is made available by a team of volunteers to members of the community at very low rental rates. Please ask for permission to perform the clean-up on the following day if your event runs into the night. In some cases this may be possible but in some cases the Hall may be reserved for the next morning.

In order for the rates to remain low, we ask that the following checklist be followed by anyone renting the Hall:

- ☐ You may decorate the Hall for your event using materials which do not permanently mark, stain or leave holes in the walls, ceiling or floors of the Hall. All decorations and tape are to be removed immediately following the event.
- ☐ All materials brought to the hall should be removed. This includes food, containers, dishes/trays and beverages. Please do not leave any leftovers in the fridges or freezers.
- ☐ Garbage and recyclables need to be placed outside in designated bins: Garbage into blue bins, Recyclables into the cedar storage bin. Please bungee the lid of blue bins closed in order to deter animals. And if any blue bin is full, place by roadside for pick-up on Monday.
- ☐ Floors need to be swept completely and the dirt placed in the garbage. Brooms and dust pans can be found in the storage closet. If spills occur during your event, use the mop and bucket in the kitchen, and cleaning supplies found under the kitchen sink.
- ☐ All tables and chairs need to be returned to their respective closets with the chairs placed on the racks as they were found.
- ☐ Please leave the Hall the way you found it.
- ☐ You may be required to provide a damage deposit equal to your rental rate. This deposit will be returned upon inspection and satisfactory completion of the items on this checklist.

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

Applicant: _____ Date: _____

Approved by: _____ Date: _____