



COMMUNITY CENTER RENTAL AGREEMENT

Name: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Date of Use: _____

Space Renting: Main Hall Council Chambers Entire Facility

Purpose: Wedding Meeting Social Fundraiser Other

Rental Fee: _____ Cash Received Cheque Received (#) _____

- I have read "Community Center Rental Agreement", and agree to abide by them, and acknowledge that I will be using the facility for the purpose stated above.

Date: _____

Signature: _____

Damage Deposit: _____ Date Rec'd _____ Receipt # _____

Damage Deposit Refund

• Less Damages: _____

Received By: _____

Address: _____

• Less Cleaning: _____

Date: _____

Refund Total: _____

Signature: _____



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RENTAL DATE WILL NOT BE CONFIRMED UNTIL THE REQUIRED DAMAGE DEPOSIT HAS BEEN RECEIVED NO LATER THEN 30 DAYS PRIOR TO THE EVENT.

General: This agreement is between The Town of Bauline and (“renter”) for the use of the Community Center. The renter must be at least nineteen (19) years of age and provide proper identification in order to rent the Community Center. The facility is available for use by scheduling your hours of use through the Town’s designated representative. If additional time is needed to set up before the event and take down after, arrangements must be made ahead of time. Meetings and special functions of the Town may pre-empt use of the building. The Town of Bauline Community Center is a **NON-SMOKING** facility.

Bar: The Bar will be used in accordance with the Regulations of the Newfoundland Liquor Corporation. If the Bar is requested for a function the Town of Bauline will provide paid Bartenders. The Bartenders will be certified in accordance with NLC regulations and Hospitality Newfoundland and Labrador Learn to Serve guidelines. Renters cannot bring their own bartenders to serve on the Bar. Special liquor requests can be made to The Town Office 30 days prior to an event.

Kitchen: The rental party may use the following; coffee pots, coffee urns, refrigerator, freezer, stoves and ovens, microwave, dishes, pots, pans, utensils and serving trays. Dish soap and towels will be provided for use.

Main Hall: The rental party will have full access to all required tables and chairs. Audio and visual equipment will be available upon request. Decorations and banners will **NOT** be fastened to the walls using push pins, only 3M removable wall products will be allowed for use. These products will be provided to the rental party at cost.

Council Chambers: The rental party will have full access to all required tables and chairs. Audio and visual equipment will be available upon request. Decorations and banners will **NOT** be fastened to the walls using push pins, only 3M removable wall products will be allowed for use. These products will be provided to the rental party at cost.



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Cleaning: The renter is responsible for the cleaning of all areas of the Community Center used after the function ends. In the bathrooms check that the toilets are flushed, sinks are clean, and sweep and mop the floors as needed. In the Main Hall ensure that all tables and chairs are clean and put away in the designated location. The floor shall be swept and mopped as needed. In the kitchen area; the dishes and utensils are to be washed, dried and put away in the proper locations. Sinks, counter tops and appliances shall be left in a clean condition. Floor will be swept and mopped. In council Chambers the carpet shall be vacuumed and all trash shall be bagged and placed in the garbage bins located outside. Do not leave excess food, condiments or leftovers in the refrigerator or freezer without approval of the Town's representative. The bartenders will clean the Bar after the function is complete. Unless other arrangements have been made the cleaning must occur before the renter leaves the building.

Patio: The patio is available for use at all times during the renter's time. BBQ access must be requested prior to the function to ensure propane tanks are full. Alcoholic beverages are **NOT** to be taken outside on the patio. Smoking is prohibited on the patio. Smokers must smoke in the designated area.

Security Deposit: The security deposit will be returned only after the building and its contents and grounds have been inspected by the Town representative. If any additional cleaning, repair, or replacement of Community Center property is required, the security deposit will be withheld. If the security deposit does not cover the additional work or costs involved, then the renter remains responsible for the additional expenses.

If any evidence of smoking is found in the Community Center, the security deposit will be withheld in full and a fee of \$250.00 will be charged to the renter to cover cleaning costs.

Cancellation: If the renter notifies the Town representative in person, by e-mail, or by phone at least seven (7) calendar days before the rental that the renter is cancelling, the renter will receive a full refund. In case of a wedding booking the Town requires a thirty (30) day notice of cancellation. Less than 30 days' notice the renter forfeits 50% of their damage deposit.

If the renter is using a caterer to provide food, the caterer must provide a certificate of insurance.



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This rental agreement may be amended by the Town of Bauline or its designated representative to fit the particular needs of the rental party.

THE TOWN OF BAULINE AND OR ITS DESIGNATED REPRESENTATIVE RESERVE THE RIGHT TO REFUSE RENTAL OF THIS FACILITY TO ANY APPLICANT.

Renter

Town Representative

Date

Date