



COMMUNITY CENTER RENTAL AGREEMENT

Terms and Conditions

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. **Depending on the size or the event, if the Bar is requested for a function the Town of Bauline will provide Bartenders. Otherwise, the renter will be responsible for the cost of the bartender being provided.** 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.

Additional regulations to note from Newfoundland Liquor Corporation:

For establishment licensees alcohol may only be sold and consumed during the prescribed hours. The hours of sale are until 1:30 a.m. (or 2:00 a.m. on the days immediately succeeding Thursday, Friday, Saturday and Sunday).

Presence of underage persons prohibited- 47. Subject to section 48, a licensee shall not allow a person under the full age of 19 years to remain on his or her licensed premises.

Exceptions to prohibition 48. (1) A licensee may allow a person under the age of 19 years (b) to enter, be in and remain in a licensed premises which is a lounge, club or any premises for which a special events licence has been issued, where the prior approval, in writing, of the board, or its designate, has been obtained by the licensee; (c) to enter, be in and remain in a licensed premises which is a lounge, club or any premises for which a special events licence has been issued, for the purpose of attending a wedding;



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Kitchen: The rental party may use the following: coffee pots, coffee urns, refrigerator, freezer, stove and oven (one residential size available), microwave, dishes, pots, pans, utensils and serving trays. Dish soap and towels will be provided for use.

Main Hall: The rental party will have access to tables and chairs. Audio and visual equipment will be available upon request. Decorations and banners must **NOT** be fastened to the walls using push pins. Only products approved by Community Committee shall be used to fasten decorations.

Council Chambers: If included in rental contract, the rental party will have access to 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 an additional rental cost.

Cleaning: The renter is responsible for the cleaning of all areas of the Community Center used after the function ends.

- Bathrooms check will include: ensure that the toilets are flushed, sinks are cleaned, and floors are swept and mopped as needed.
- Main hall check will include: tables and chairs are cleaned and put away in the designated location, the floors are swept and mopped as needed.
- Kitchen area check will include: the dishes and utensils are washed, dried and put away in the proper locations, sinks, counter tops and appliances are left in a clean condition, and floors are swept and mopped. Do not leave excess food, condiments or leftovers in the refrigerator or freezer without approval of the Town's representative.
- Council Chambers check will include: the carpet is vacuumed and all trash is 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.
- Bar: The bartenders will clean the Bar after the function is complete.

*Unless other arrangements have been, cleaning must occur before the renter leaves the building.



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Patio: The patio is available for use during the time of rental. If required, 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. A designated smoking area will be provided.

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 General Liability Insurance, with a \$2,000,000 minimum waiver.

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