



COMMUNITY CENTER RENTAL AGREEMENT

Name: _____

Mailing Address: _____

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

Email Address: _____

Date of Use: _____

Space Renting: Main Hall Kitchen

Purpose: Wedding Meeting Social Fundraiser Other

Number of Guests _____

Do you require bar: Yes No Time to be open: _____

Additional Bar tender? (guests over 100): Yes No (Fee \$80.00)

Clean-up: Will ensure facility is cleaned Will require a cleaner (\$150)

Do you Require BBQ Yes No (Fee \$50.00)

Do you Require Head Table Stage Yes No (Fee \$75.00)

Deposit due on Booking \$200.00

Do you/caterer have General Liability Insurance (\$2,000,000): Yes No

Rental Fee: \$400 / \$150 Cleaner / \$75 head table stage rental / \$50 BBQ/ \$80 2nd Bartender

Total Cost: _____

Cash Received Cheque Received (#) _____

EMT (treasurercc@townofbauline.ca) password: rental

- 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: _____

Deposit: \$200 Date Rec'd _____ Receipt /EMT conf # _____



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RENTAL DATE WILL NOT BE CONFIRMED UNTIL THE REQUIRED HALF RENTAL FEE HAS BEEN RECEIVED NO LATER THEN 30 DAYS PRIOR TO THE EVENT, AS WELL AS THE DAMAGE DEPOSIT NO LATER THAN 48HRS BEFORE THE RENTAL

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 the day after the event, arrangements must be made ahead of time and come at a cost of \$25 per hr. There will be a FREE three hour complementary rental the night before a wedding from 6-9 pm for set up. The building will be available from 8am on the day of the wedding until 2am the next day.

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 1 Bartenders and all Alcohol. Otherwise, if more than 100 guests the renter will be responsible for the cost of additional bartender/s being provided.** Renters cannot bring their own bartenders or alcohol to serve on the Bar. Special liquor requests can be made to the Town Office 30 days prior to an event with a 25% markup stocking fee. Renter are not to bring any alcohol on site, if individuals are seen to be consuming alcohol that has not been purchased from the bar it will be confiscated and the rental will be null and void. Bar open times must be identified before your event, the bar will not be open past 1:00 am. The bar accepts cash only, there is an ATM located in the main hall. Drinking and consuming alcohol outside the building is not permitted and will make the rental immediately null and void.

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 1:00 a.m. Presence of underage persons are 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.

Weddings are EXEMPT from this regulation, minors may attend weddings with no time limit and no application for “Approval for Minors on a Licenced Premises”.



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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. Catering companies who charge clients for the use of dishes, pots, coffee urns, cutlery etc. but avail of onsite equipment will be charged the same fee for service. Rental of the BBQ is available at a cost of \$50 per event.

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, tape or sticky tack. **NO hooks, pins, tape** shall be used to fasten decorations to the walls. Head Table/Band stage can be rented at a cost of \$75.

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.
- Bar: The bartenders will clean the Bar after the function is complete.

Cleaning Service can be available if requested at a cost of \$150. The renter will still be responsible for removing all decorations and personal items at the end of the rental.

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 at a cost of \$50. 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: There is a \$250 security deposit required by cheque the night before the rental, damage 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 (14) 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 sixty (60) day notice of cancellation. Less than 60 days' notice the renter forfeits 50% of their 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