

RURAL MUNICIPALITY OF BREADALBANE COMMUNITY CENTRE RENTAL AGREEMENT

RENTER INFORMATION

CONTACT PERSON	
ORGANIZATION (if applicable)	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	

EVENT INFORMATION

DATE(s) OF EVENT	
TIME OF EVENT	
ADDITIONAL TIME (set up/tear down/clean up)	
# OF ATTENDEES	
AREAS REQUIRED	<input type="checkbox"/> MAIN CENTRE <input type="checkbox"/> BACK SUNROOM <input type="checkbox"/> KITCHEN <input type="checkbox"/> OUTDOOR SPACE
EQUIPMENT REQUIRED	<input type="checkbox"/> TABLES <input type="checkbox"/> CHAIRS <input type="checkbox"/> DISHWASHER <input type="checkbox"/> OTHER: _____ _____

RENTAL FEES – must be paid in full 7 days in advance of the event date.

\$100 Security Deposit – due at signing of this Rental Contract. Refundable minus any costs incurred by the community (damage repair and/or clean up or garbage removal not completed)

\$50 Main Centre and/or Sunroom (up to a maximum of 3 hours)

\$100 Main Centre and/or Sunroom (over 3 hours up to 1 calendar day)

\$30 Kitchen - (only available for catering by licensed food service provider)

\$25 Previous evening set up

\$25 Following morning tear down

\$25 Service Use fee (non-refundable)

TOTAL AMOUNT PAYABLE \$ _____

METHOD OF PAYMENT _____ DATE PAID: _____

TERMS AND CONDITIONS OF RENTAL FOR BREADALBANE COMMUNITY CENTRE

1. **The Renter** - must be 19 years of age or older.
2. **Security Deposit** - the Renter will provide a potentially refundable damage deposit of \$100.00 to reserve the Centre. The rental contract will be signed within 7 days of reserving the Centre to confirm the event booking. Security deposit will be returned after the rental date and confirmation that no damages have occurred, clean up was completed and garbage was removed. In the case of damages, if the cost of repair exceeds the amount of the deposit, the Renter agrees to pay the excess within 14 days following the event. All rental fees must be paid in full PRIOR to the event.
3. **Rental Fees** - the Renter agrees to pay the rental fee set out above. The rental fees must be paid in full at least 7 days prior to the event. Any NSF cheques will be assessed a sixty-dollar (\$60.00) administration fee payable to Rural Municipality of Breadalbane.
4. **Illegal Substances** - the consumption, possession and/or selling of illegal substances in the Breadalbane Community Centre or on the property is prohibited.
5. **Alcoholic beverages** – the consumption of alcoholic beverages is permitted ONLY when dispensed from a bar by a licensed server.
6. **Smoking** - NO smoking is allowed within the building or immediately outside the exterior doors. Smoking is permitted 15 feet from the building. Smokers are requested to use the exterior cigarette receptacles.
7. **Behaviour/Language** - the Renter will be responsible for the behaviour of guests/participants and must abide by all notices and regulation signs posted in the facility. Improper language, verbal abuse, disrespect to any person will not be tolerated and will be grounds for loss of future booking privileges.
8. **Centre Emergency Contact list** -

Call 911 for any emergency (fire/police/ambulance) – address is 4023 Dixon Rd., Breadalbane, PE COA 1N0
Then call:
Margo Dooks (902) 786-6205
Julia Smith (902)303-6995
Irene Novaczek (902) 964-2781
9. **Decorating** - affixed decorations to the walls, floors or ceiling should be applied with Painters Tape, Removable Double-sided Tape or Reusable Adhesive Putty. Staples and tacks are not to be used on ceilings, walls or floors. Please remove all traces of tape and decorations when removing decorations.
10. **Centre Doors/Windows** - Doors are not to be left propped open except for unloading/loading of supplies/equipment. Exterior doors and all windows must be securely closed and locked when leaving building.
11. **Heat and Lights** - Turn off all interior lights prior to leaving the building, and turn thermostat down to 15 C.

12. **Washrooms** – The 3 washrooms are located on the main and sunroom levels.
13. **Footwear** – Wet, snowy and muddy footwear must be removed by the main entrance(s). If not, additional cleaning must be completed to thoroughly wash the floors of all rooms used during the rental.
14. **Basement** – Basement rooms are rented out and completely out of bounds for Renters and their guests.
15. **First Aid kit** - is located on the wall of the kitchen landing, beside the sink.
16. **Fire extinguishers** – are located beside every exit and in the kitchen.
17. **Exits** – the Renter must take note of the building exits and be prepared to guide guests out of the building in the case of any emergency.
18. **Kitchen** – Additional costs apply for the use of the kitchen. The refrigerator, stove, kettle, dish cloths and cleansers, and dishwasher are available for use by a licensed caterer paid by the Renter, only when renting the kitchen. Caterers must contact the Breadalbane booking manager in advance to identify their business, provide contact information and references. A limited supply of cutlery and dishes is also available for use; please check in advance whether these are adequate for your event. Rental of additional stock is the responsibility of the Renter.
19. **Garbage** - all garbage (from kitchen, Centre, bathrooms and all other areas) is the responsibility of the Renter and must be bagged according to type (compost, recycling or waste) at the end of the rental and left on the landing by the bathroom.
20. **Central vacuum** – a central vacuum system is available. Renter must confer with booking agent if it is to be used to ensure proper operation.
21. **Clean up** - Tables must be washed off, folded and stacked under the kitchen service access area. Chairs must be wiped off and stacked along the side walls of the main Centre. Decorations must be removed (see above for decorations policy).

All floors, including both entrances must be swept or vacuumed and wet mopped. Cleaning supplies including brooms, dustpans and mops are available in the kitchen and/or by the door of the bathroom located in the front upper entryway.

All dishes and cutlery must be washed, dried and returned to proper locations. Dish detergent, bleach and floor cleaning detergent are provided and are stored under the kitchen sinks. All counters must be wiped. All spills are to be wiped from refrigerator and ensure that all food is removed. All spills are to be wiped from stove and oven. Coffee/tea urns are to be emptied and washed/rinsed. Soiled/used dish cloths and tea towels are to be left beside the kitchen sinks.

22. **End of rental** - Renter must end the rental on the time indicated in the contract. An inspection must be completed before the security deposit is returned. If damages are found, or terms and conditions are not met, Council will decide on the return of the damage deposit and/or any additional costs required.

Responsibility and Liability - the Renter agrees to comply with all federal, provincial laws, rules, regulations, bylaws and any other requirements applicable to the Renter's event and use of the facility. The Renter saves the Owner harmless from and indemnities the Owner, its officers, employees, servants and agents from / against any and all damages, charges, actions, suits, demands and costs of any kind whatsoever and from any liability for same arising from the Renter's occupation or use of the facility.

I, _____ have read this agreement and agree to all conditions as stated and have the authority to sign on behalf of the organization or individual as stated in this agreement.

Signature of Renter _____
Date

Signature of Rural Municipality of Breadalbane Event Staff _____
Date

Signature of Rural Municipality of Breadalbane CAO _____
Date

For Internal Use Only:

Date Application Received:	
Date Paid:	
Method Paid:	
Event Held	Yes No
Security Dep returned	Yes No
Amount Returned	\$
Method Returned	
Returned by Name	
Notes	

