



SUMMER VILLAGE OF WEST COVE – COMMUNITY HALL RENTAL

TERMS AND CONDITIONS CONTRACT

NAME OF GROUP REQUESTING USAGE: _____

ADDRESS: _____

NAME OF PERSON(S) RESPONSIBLE: _____

PHONE NUMBER: _____

DATE REQUIRED: _____ RENTAL FEE \$ _____

TIME: FROM _____ TO _____ DAMAGE DEPOSIT \$ _____

CLEANUP CHARGE \$ _____

TOTAL: \$ _____

I/WE UNDERSTAND THAT IF GRANTED PERMISSION TO USE THE HALL AND EQUIPMENT, I/WE WILL:

1. Assume full financial responsibility for any damage or loss to the hall and/or property resulting from our use of the said facility.
2. If damage is evident due to abnormal abuse (i.e. excessive spillage, damage to floors, walls or fixtures, etc.) the damage deposit will be withheld to cover costs. Hall damages shall be repaired through administration delegations and charged accordingly.
3. Provide adequate supervision of said facilities and guests.
4. It is further agreed and understood that if our group or guests caused excessive damage to the property and equipment rented, we will be refused further rentals of this facility.
5. It is the responsibility of the person renting the hall to purchase PAL insurance, if liquor is served or on the premises of the hall, and provide a copy of the insurance to the office.
6. All renters must provide a special event insurance liability copy for your event of \$2 million in damages: PAL Canada insurance specializes in all types of event insurance including liquor requirements. Contact: 1-800-661-1608 or their website www.palcanada.com. Access to the hall will not be issued unless the certificate and paid copy of insurance is provided.

RULES AND REGULATIONS FOR USERS:

- A. Clean kitchen appliances and/or return kitchen items to their original place after use.
- B. On completion of your function:
 - a. wipe table tops and stack chairs
 - b. clean washrooms, toilets, sinks and counters, sweep and wash floors
 - c. remove all personal supplies, belongings and all decorations
 - d. sweep floors, turn out all lights and remove garbage and take trash with you for disposal

(cont.../2)

- e. you are regulated to usage of areas contracted for. All other areas are strictly prohibited.
- f. Premises must be vacated one hour after liquor permit expires, or as agreed by both parties if no liquor permit is in place
- g. A cancellation fee of \$30.00 will be charge for all cancellations
- h. A \$30.00 fee will apply to all NSF cheques
- i. in the event that any of the above rules and regulations are not followed, the renter(s) will be prohibited from renting the facility again.
- C. The Hall is a non-smoking facility, if there is any smoking in the hall, the damage deposit is automatically forfeited in full. Please use the ashtrays provided to extinguish cigarettes ad do not use planters or throw cigarettes into the grass areas.
- D. The maximum capacity of the hall is 50 people.
- E. "The Renter" agrees to indemnify and hold harmless the Summer Village of West Cove, its councillors, officers, employees, volunteers and all other representatives against and from any and all claims, demand, losses, causes of action, damage, lawsuits, judgements, including reasonable attorneys' fees and costs, arising out of or relating to any breach by "The Renter" of this Agreement.

I/We have read all pages, agreements, terms, conditions, schedules, letters and checklists and hereby agree to all of the terms, conditions set out, and in particular, hereby covenant and agree that I/We are personally responsible and obliged to pay all charges due to the Summer Village of West Cove in accordance with the conditions. I/We further acknowledge and agree that any breach of any terms and conditions may result in the termination of my/our rights to use the Summer Village of West Cove Community Hall.

By signing this Agreement, the Renter declares that he/she has reviewed, understands and agrees to comply with the rules in this document and the Policy provided.

Signature of Managing Coordinator
Summer Village of West Cove

Signature of Party Renting Facility

Date

Date