



# COMMUNITY CENTRE RENTAL AGREEMENT

BETWEEN

“Manager” of the Community Centre  
(Town of Shelburne)

AND

“Renter” of the Community Centre

## RENTER INFORMATION

Renter/Organization: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## ACTIVITY/EVENT

Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Approximate Number of People Expected: \_\_\_\_\_

Event Description: \_\_\_\_\_

Rental Room(s) Requested: **Auditorium** **Kitchen** **Community Meeting Room A**

Security: \_\_\_\_\_  
(Required for rentals with use of the bar)

## FEES

Rental Fee (taxable): \_\_\_\_\_ Damage Deposit (non-taxable): \_\_\_\_\_

OFFICE USE ONLY	
Total Rental Fee: _____	Date Deposit Paid: _____
Date Rental Fee Paid: _____	Refund of Deposit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Inspection Date: _____	

## **CONDITIONS OF RENTAL AGREEMENT**

1. The rental fee and damage deposit are to be paid 48 hours prior to the event. Failure to pay prior to the rental date will result in a cancellation of the event. For those organizations that have an account with the Town, arrangements can be made to be billed after the event.
2. Rentals are booked on a first come, first served basis, except for funerals, which shall take precedent over any other rentals after discussion with the Town and the renter. Non- Profit rentals with bookings more than one month in advance may be requested to adjust their bookings to accommodate other bookings. Every effort will be made to make alternate arrangements for cancelled bookings, including those events that must be cancelled for funerals.
3. The Town of Shelburne reserves the right to refuse the use of any Town of Shelburne owned or operated facility or property for any reason in accordance with the Public Use of Town Properties Policy. The Town of Shelburne may also make the decision to decline future bookings for individuals or groups if needed.
4. The Town of Shelburne reserves the right to cancel or amend this Agreement due to an emergency or due to circumstances beyond its control.
5. The Town of Shelburne is not responsible for items and/or equipment left on the premises before, during or after a function.
6. The Town of Shelburne is not responsible for any damage sustained by the Renter(s). Renter(s) are responsible for the behavior of their guests and must leave the facility as they found it. This is to include equipment, rooms, tables, chairs, bathrooms, and the exterior of the Community Centre. Should the Renter(s) be in default for this, they shall forfeit a portion of or the entire damage deposit at the discretion of the Town of Shelburne and additional replacement repair costs for more than the damage deposit will be invoiced to the Renter(s). The meeting room(s) will be inspected, and the deposit will be processed and returned by cheque within 2 weeks after the event date if there are no issues.
7. Clean-up will take place immediately following the event unless alternate arrangements have been made with the Town Office at the time of the booking. Should the Renter(s) be in default for this, they shall forfeit a portion of or the entire damage deposit at the discretion of the Town of Shelburne.
8. For bookings, **all food items are to be removed by renter(s) at the time of departure and garbage must be put in the appropriate waste containers.**
9. Access to the building is restricted to the room(s) indicated in the rental agreement, along with the hallway and washrooms.
10. Meeting rooms will be opened prior to the rental time and will be locked after the rental time by the Facility Manager. **Keys will not be issued with rentals.**

11. Smoking is not permitted within fifteen (15) feet of the entrances to the Community Centre.
12. Liquor will be permitted on premises with proof of a liquor license. The renter(s) is responsible for obtaining the appropriate type of liquor license prior to the event date and providing it to the Fire Department Bar Committee. All arrangements for bar use are to be made with the Fire Department Bar Committee.
13. The Facility Manager shall have the right to close the bar and stop the consumption of alcohol at their discretion. They may also cancel the event should the actions of the renter(s) or patrons warrant so. If such occurs, the damage deposit will not be refunded.
14. If use of the bar is required, the renter(s) is required to have security at their event.
15. Advance notice of two weeks is required from the renter(s) for use of the kitchen for all bookings.

**16. Cancellation Policy**

All rentals are required to give **48 hours cancellation notice**. If cancelled by the stated time, the monies will be refunded. If not cancelled on or before the stated time, the applicant(s) will forfeit all monies paid for the rental. In the case of a storm, exceptions will be made.

~~All arrangements with the Ladies Auxiliary for catering require two weeks (2) cancellation. Furthermore, the Ladies Auxiliary requires that the number of people being served be provided to them 2 weeks prior to the event. (THE LADIES AUXILIARY WILL NOT BE CATERING FOR THE FORSEEABLE FUTURE).~~

**Indemnification:**

All users shall, by signing this “use of space agreement”, hold harmless the Town of Shelburne, its officers and employees, from and against all liabilities, claims, expenses, demands, loss, costs, damages, actions, suits or other proceedings, by whomsoever made them, directly or indirectly arising out of the event attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property caused by any acts or omissions of the Renter(s), it’s officers, agents, customers, invitees or licenses, or occurring in or on the premises or any part thereof and, as a result of activities under this proposal.

**I (THE RENTER) HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE CONDITIONS STATED ABOVE**

Renter’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter’s Name (Please Print): \_\_\_\_\_

Bar Committee contact: Dennie Williams - (902) 874-0612

Ladies Auxiliary contact: Kelley Rennehan - (902) 874-2426  
[krennehan@hotmail.com](mailto:krennehan@hotmail.com)

## Schedule of Rental Fees

Rental Type	Fees		
	Non-Profit Organizations*	Commercial/Gov't Organizations	Personal Event Wedding/Dance/Birthday
Community Meeting Room	\$0	\$100 + tax	\$100 + tax
Auditorium	\$0 (plus \$200 damage deposit)	\$200 + tax (plus \$200 damage deposit)	\$400 + tax** (plus \$400 damage deposit)

**\*Non-Profit Organizations** are defined as those with a registered nonprofit # or those that have been previously approved by motion of council.

**Community Meeting Room** (Firemen's Meeting Room):

36' x 34' = 1224 sq. ft. Accommodates 90 people (chairs only) or 70 people (tables & chairs)

**Auditorium**

67'8"x 80' = 5, 424 sq. ft. Accommodates 700 people (chairs only) or 474 people (tables & chairs)

**Additional Fees and Exceptions:**

- 1) An additional charge of **\$200** is required anytime alcohol is served as part of any rental. This fee is reduced to \$100 + tax if the bar service is booked with the Bar Committee (see contact on page 3).
- 2) There is **NO** rental charge for the use of the Community Centre for **active or retired** Fire Department members and Ladies Auxiliary members, however; a damage deposit of **\$200** is still required for rental of the auditorium.
- 3) **\*\***There is **NO** rental charge for the auditorium when the Ladies Auxiliary are catering, however; a damage deposit of **\$350** is required. If the renter(s) hire the Ladies Auxiliary to cater their event, the charge for catering is at the discretion of the Ladies Auxiliary. If alcohol is being served the additional fees would be the same as #1 above.