



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** **Meeting Room A** **Meeting Room B**

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, with the exception of 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 have to 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 to individuals or groups if needed.
4. The Town of Shelburne reserves the right to cancel or amend this Agreement in an emergency situation 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 or after a function.
6. The Town of Shelburne is not responsible for any damages sustained by the Renters. Renters are also 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 be in default of this, they shall forfeit a portion or the entire damage deposit at the discretion of the Town of Shelburne and additional replacement repair costs in excess of the damage deposit will be invoiced to the Renter. 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 be in default of this, they shall forfeit a portion or the entire damage deposit at the discretion of the Town of Shelburne.
8. For bookings; all food items are to be removed 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 15' of the Community Centre entrances.

12. Liquor is 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 to the Fire Dept 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 there will be use of the bar, the renter(s) is required to have security at their event.
15. Advance notice of two weeks is required from the renter for use of the kitchen for all bookings.

16. Cancellation Policy

All rentals are required to give **48 hours cancellation notice**. If cancelled by stated time, monies will be refunded. If not cancelled by or before the stated times, the applicant 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 2 weeks cancellation. Further; the Ladies Auxiliary requires that the number of people being served be provided to them 2 weeks prior to the event.

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, 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
Kelley.Rennehan@novascotia.ca

Schedule of Rental Fees

Rental Type	Fees		
	Non Profit Organizations*	Commercial/Gov't Organizations	Personal Event Wedding/Dance/Birthday
Meeting Room A	\$0	\$100 + tax	\$100 + tax
Meeting Room B	\$0	\$75 + tax	\$75 + tax
Auditorium	\$0 (+\$200 damage deposit)	\$200 + tax (+\$200 damage deposit)	\$400 + tax** (+\$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.**

Meeting Room A (Firemen's Meeting Room):

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

Meeting Room B (Ladies Auxiliary Meeting Room):

18' x 29' = 522 sq. ft. Accommodates 45 people (chairs only) or 30 people (tables & chairs)

Auditorium

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

Exceptions:

- 1) There is NO charge for the use of the Community Centre for active & retired Fire Department members and Ladies Auxiliary members. A damage deposit is still required for auditorium use (\$200).
- 2) A damage deposit of \$200 is required anytime alcohol is served during a rental, including for Meeting Rooms A & B.
- 3) Auditorium rental reduced to \$100 + tax when Bar Service is booked with Bar Committee
- 4) **No charge for auditorium when Ladies Auxiliary is catering (except minimum \$100 + tax for Bar Service if requested). Damage deposit (\$350) still required.
If the renter(s) hires the Ladies Auxiliary to cater their event, the charge for catering is at their discretion.