Upper Kingsclear Community Centre
Rental Application/Agreement

Standard Rental Rates *plus HST	Per Hour	Per Half Day (4 Hours)	Per Day (8 Hours)
Hall (63' x 50')	$27	$100	$210
Kitchen Fee	$50		

Maximum Capacity: 160

Additional Fees:

SOCAN (Society of Composers, Authors, and Music Publishers of Canada), if applicable, are set out below and do not include HST.

Music without dancing				
RESOUND		**SOCAN**		
Capacity	**Amount**	**Capacity**	**Amount**	**Total Fees**
1-100	$9.25	1-100	$22.06	$31.31
101-300	$13.30	101-300	$31.72	$45.02
Music with dancing				
RESOUND		**SOCAN**		
1-100	$18.51	1-100	$44.13	$62.64
101-300	$26.63	101-300	$63.49	$90.12

Lessee responsibilities and notes:

Booking and Payment:

- A damage deposit of $200 is required and will be deposited on the day of key pick-up, the day before the event. It, and/or portion owing, will be returned to the Lessee after the centre has been cleaned and assessed by the caretakers.
- A 50% non-refundable deposit is required to secure the day for booking (to be subtracted from rental cost).
- User must complete the rental agreement and pay in full, the established fees at least 10 working days prior to the event or the booking will be considered cancelled. Any rental requested less than 10 working days from the rental date must be paid in full.
- The Centre is rented on a "first come, first served" basis.
- Keys: Doors must be locked, and key(s) will remain the Lessee's responsibility until the end of the rental term**. It is the responsibility of the Lessee to make arrangements for**

key pick-up at Hanwell Place, 5 Nature Park Drive, no later than 3:30 pm the day before the rental.

- Hours rented include set up and tear down.
- Method of Payment: Visa/MC/Debit, Cash or Cheque
- Fee will be determined on a case-by-case basis.
- Prices are subject to change.

Cancellation Policy:

- In the event that building maintenance failures forces the cancellation of an event, a refund will be returned in full.
- In extenuating circumstances (major weather event, death in family) the refund may be returned in full. This will be left to the discretion of the Clerk.

Equipment:

- Set up and take down of all required tables and chairs for functions will be completed by lessees.
- No facility equipment (tables, chairs, etc.) is permitted outside of the building without prior approval.
- The following will be provided to you at no charge:

Folding Tables
Chairs
Podium

Room Dimensions: 39' x 64'

Decoration Policy/Sign/Advertising:

- Candles are not permitted.
- Absolutely no nails, tape, tacks, command hooks, or staples are to be used in or around the centre. Painter's Tape and putty are accepted.
- NO CONFETTI in or around the building or parking lot. This includes handheld confetti and streamer poppers.
- Decorations and any equipment used during the event must be removed by completion of rental period. Please ensure time is allowed for this before rental period ends. Anything left behind for later pick up must have approval from the Clerk.
- Due to the possibility of other scheduled events, access for decorating and setting up the day before cannot be guaranteed, unless rental fee for Friday night is paid.

Smoking Policy:

- There is no smoking/vaping in any form in the Centre. Smokers must only smoke in the designated area.
- There is absolutely no consumption of cannabis allowed on the premises pursuant to s. 17(2) of the *Cannabis Control Act.*

Alcohol Policy and Liquor License:

- The Lessee is responsible for obtaining a Special Occasion Liquor Permit before the function and the permit (license) must be shown when picking up the hall keys.
- We can provide the Lessee with a Special Occasion Liquor Permit, which will need to be signed by our Clerk/Treasurer, prior to the Lessee submitting it to the Department of Public Safety for their approval.
- No alcohol is permitted outside of the Community Center building.

Cleaning:

- After the event, the Lessee will be required to remove all decorations/signs/advertising and personal items from the building at the end of each rental period.
- Garbage is to be bagged and disposed of in the dumpster on the premises.
- Lessees are responsible for taking down tables, stacking chairs, and sweeping and mopping the floors. The mop and bucket are located in the storage unit.

Additional Information:

- All events must end by 1:00 am and the Centre completely vacated by 2:00 am. Please remember Lessees are responsible for the centre, and to make sure **all doors** are closed and locked when the Lessee leaves.
- Please report to caretaker, any problems, concerns, missing supplies, DAMAGE, etc., the following day.
- We reserve the right to cancel rentals at our discretion.

Damages:

- The Lessee is responsible for **ALL** damages to the Upper Kingsclear Community Centre incurred while renting the facility.
- Lost key or key not returned will result in $20.00 fee, which will be taken off the damage deposit.

Storage:

- Personal items are not permitted to be stored at the Centre.

Upper Kingsclear Community Centre Rental Application/Agreement:

Renter's Name/Organization			
Address			**Postal Code**
Phone (Hm)	**Phone (Wk.)**	**Phone (C)**	**Email Address**
Function (Party, Dance, Meeting, Workshop, Exercise Class, etc.)			
Room(s) Requested ____ Hall _____ Kitchen			
Event Details			
Dates of Event		**Number of People**	
Time Rental Begins (include set-up)		**Time Rental Ends (include tear down)**	
Music with Dancing **Yes _____ No _____**		**Music without dancing** **Yes _____ No _____**	
Key: I acknowledge that I have been given Rental Key # _____ _____ Initial _____Initial			
For Staff Use Only			
Rental Rate		Payment schedule Weekly ___ Monthly ___	

If paying weekly, the payment must be made by Friday before your event date.
If paying monthly, the payment must be made by last Friday of the month.

Liability Waiver:

DAMAGE TO FUNCTION SPACE AND CONTENTS:

The Lessee agrees to pay for any damage to the function space and its contents that occurs while the Lessee is using it. The Lessee will not be responsible, however, for ordinary wear and tear or for damage that can be proven was caused by persons other than the Lessee and its attendees.

IMPOSSIBILITY:

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Upper Kingsclear Community Centre to provide, or for groups in general to use, the Upper Kingsclear Community Centre facilities. The ability to terminate this agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

UNATTENDED ITEMS/ADDITIONAL SECURITY:

The Upper Kingsclear Community Centre cannot ensure the security of items left unattended during time of rental.

COMPLIANCE WITH LAW:

This Agreement is subject to all applicable federal, provincial, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. The Upper Kingsclear Community Centre and the Lessee agree to cooperate with each other to ensure compliance with such laws.

I have read the above rules and regulations for my use of the Upper Kingsclear Community Centre for _____ and agree to be bound by them. The Lessee agrees that as part of the terms of this agreement, the Lessee, on behalf of himself/herself, guests, and agents, agrees to indemnify and save harmless the Upper Kingsclear Community Centre. This includes the protection of its agents, servants, employees, and officials, from any and all damages or liability arising out of, or in connection with, my utilization of facilities, notwithstanding that the same may have been contributed to or occasioned by the negligence of the Upper Kingsclear Community Centre. This includes its agents, servants, employees, or officials, or any of them.

Signed	Date

Note: In case of an emergency during your event, please contact:
Sherri Johnston at 506 260 4640