

**City of Charlottetown  
Community Centre Rental Agreement**

<b><u>RENTER INFORMATION</u></b>			
Name:		Address:	
First time Renter (Yes or No):			
Group/Organization:		Home Phone:	
Email:		Cell Phone:	
Proposed use of Facility:			
<b><u>EVENT INFORMATION</u></b>			
Event Date(s):		Time Needed (including Set Up/Clean Up):	
Community Centre Requested:		Number of Attendees:	
Specify Rooms Required:		Rectangle Tables & Chairs Required:	
Bar Service Required (Yes or No):		Bar Time Needed:	
Kitchen Access Required (Yes or No):		Kitchen Time Needed:	
Music to be Played (Yes or No):			
<b><u>FEES INFORMATION</u></b>			
Rental Fee (+HST):		Employee Signature:	
Entandem Licensing Fee: \$5.00 (no tax)		Employee Signature:	
Security Deposit (Cash) : \$100.00		Renter Initials:	
Key Deposit (Cash) : \$20.00		Renter Initials:	
<b>*All deposits to be paid in cash upon pick up of key</b>			

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the City of Charlottetown Community Center Rental Agreement. I agree to be present and responsible during the event. Further, I accept responsibility for damages caused to the building, equipment, furnishings, & surrounding area. I understand and agree that the City of Charlottetown and its employees shall not incur any responsibility for injury to persons or damage to property experienced by the use of this facility. I further agree that the City shall be held harmless from any and all liability arising out of the renter's use of the Community Center or other City facilities. I agree that the violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my security deposit.

The food /beverage preparer and/or organization making this request agree to indemnify and hold harmless the City of Charlottetown, its Councillors and employees from any claims which occur from the preparation and consumption of any food being prepared or served, any and all liabilities, and any expenses resulting from the preparation and/or service of any food under this agreement while using City of Charlottetown premises or facilities.

Signature of Renter:		Date:	
The deposit(s) was/were returned after satisfactory inspection of room by Community Centre Staff			
Signature:		Date:	
<b>INTERNAL OFFICE USE ONLY:</b>			
Security Required:	Staff Person:	Time Needed:	
Bar Service Required:	Staff Person:	Time Needed:	

**\*\*Please refer to IMPORTANT INFORMATION & REGULATIONS on the next page and sign on the space provide acknowledging your acceptance:**

**General:**

- The renter of the facility shall be at least 18 years of age.
- Ordinances and bylaws of the City of Charlottetown as to the occupancy capacity, use, and other safety factors shall be observed at all times. **Sound systems shall be kept at a low volume and turned off by 12 AM, so to not disturb others using the facility or neighboring residents.**
- Failure to comply with any of the terms of the Rental Agreement shall cause the individual and/or group to forfeit the privilege to reserve the facility for two years.
- Renter shall be present during the period of the reservation from set-up through clean-up and shall be responsible to check out the facility at the end of the rental period.
- Rentals requiring staff to provide facility access, shall be provided access 15 minutes prior to stated set-up time.
- Proper management of waste generated during the event, in accordance with Island Waste Management Corp. guidelines, is the responsibility of the renter. Efforts to reduce the amount of waste generated at events held in the City of Charlottetown are encouraged.
- Due to previous damage no ball hockey is allowed in the gym at West Royalty Community Center, except for pre-school users.

**Rental Fees:**

- Per Day Rental fees shall be as follows for Community Centre rooms and/or Gyms:
  - 1 hour - \$26.25.00 + HST 3-5 hours - \$78.75 + HST 6+ hours - \$157.50 + HST
  - Gymnasium - \$42.00 per hour (minimum 2 hour rental for birthday parties)
- Renter shall sign the rental agreement and pay the rental fees in full to confirm the reservation
- No fees shall be pro-rated for a portion of an hour.
- All requests to have fees waived shall be reviewed on a case by case basis. Not-for-profit groups shall have proper proof of not-for-profit status.
- Any event playing live or recorded music shall be required to pay the Entandem fee.

**Security Deposits:**

- The purpose of the security deposit is to ensure proper clean-up and care of the facility. If the facility is left dirty and/or damaged by the Renter, the City shall retain part or all of the deposit. If costs to clean and/or repair the facility exceed the amount of the deposit, the Renter shall be responsible for the additional costs. If the Renter fails to pay additional costs, as requested by the City staff, the Renter shall be responsible for all collection cost and/or attorney's fees.
- The security deposit must be made prior to the date of the rental/when picking up the key.
- If a Renter makes several reservations, i.e. monthly, one deposit cheque may be tendered by the Renter and held for 6 months by the City. Such deposit cheques shall be renewed every 6 months.
- **Damage/Key Deposit for all users: minimum \$100.00 or as determined by the Superintendent, based on usage.** The damage/key deposit is fully refundable upon confirmation of no damage to the facility & key return.

**Cancellations/Refunds**

- Cancellation of a reservation must be given by the Renter at least 48 hours in advance of the reservation to become eligible for any refund of the rental fee.
- Rental fees are deemed to have been earned by the City when a rental confirmation is provided to the Renter (and the facility is thereby rendered unavailable for other reservations).

**Food and Drink**

- No alcoholic beverages or tobacco are permitted in the facility. Alcoholic beverages are available through bar operations only. The City or its designate shall operate all facility concessions.
- Use of the kitchen by the Renter shall be for food serving only. Incidental use of the stove, oven, refrigerator, or freezer shall be permitted only to maintain temperature of foods/beverages to be served during the event.
- The Renter shall be responsible to provide dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are **not** provided by the City.
- The City of Charlottetown discourages the use of Styrofoam plates, cups, and take-out containers being used to distribute or package food.

**Set-Up and Clean Up**

- Your rental covers the day of your event only. Our policy is to charge ½ the fee if you want extra time the day before or after your event to set up or clean up
- Equipment and decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings. No decorations are permitted which are taped, stapled, nailed or otherwise fastened to the walls, ceilings, doors, tables or floors of the facility.
- Rental of the facility includes the use of tables and chairs noted in the rental agreement.
- No audio/visual equipment shall be provided by the City.
- Renter is responsible to set-up/clean-up event. This shall include, but not limited to: cleaning floors, emptying trash to outdoor bins, wiping off tables/chairs, kitchen counters, sinks etc.
- Renter is responsible to leave the parking lot free of trash and debris from the event.

**The Recreation Department on-call number is 902-388-5640 (Emergency calls only please)**

***I have read and agree to the above renter rules and regulations:***

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_