



**City of Charlottetown
Community Centre Rental Agreement**

Renter Information		
Name (Renter)	Address	
Group/Organization (if applicable)	Home Phone	
Email Address	Cell Phone	

PROPOSED USE OF FACILITY:

EVENT INFORMATION		TIME NEEDED		
Event Date	Day(s) of Week	(am/pm)	To	(am/pm)
Community Center Requested	Number of Attendees:	Set Up		Clean Up
Specify Room(s) Required	Rectangular Tables and Chairs(#)			
		TIME NEEDED		
Bar Services Required?	Liquor/Beer Requests (specific)	(am/pm)	To	(am/pm)
YES	NO			
Kitchen Access Required?	Information (i.e. music to be played)	(am/pm)	TO	(am/pm)
YES	NO			

FEES INFORMATION					
RENTAL FEE	HST	TOTAL	DATE	Receipt #	Employee Signature
		\$			
Socan/ReSound Fee	HST	TOTAL	DATE	Receipt #	Employee Signature
		\$			
Security Deposit	TOTAL	To be paid upon key pick up			Renter's initial to acknowledge
Cash Required	\$100.00				
Key Deposit	TOTAL	T0 be paid upon key pick up			Renter's initial to acknowledge
Sherwood Hall	\$20.00				

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, and surrounding area. I understand and agree that the City of Charlottetown and its employees shall not incur any 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 the Community Center staff.

Signature: _____ By _____
Date _____

Internal Use Only:					
Security Required	Staff Person		From		To (am/pm)
Bar Service Required	Staff Person		(am/pm)		To (am/pm)

**Please refer to Regulations on the next page:
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. Any sound system, video, music, etc. shall be kept at a low volume so as to not disturb others using the facility and/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 of 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.

Rental Fees

- * **Per Day** Rental fees shall be as followed for Community Center rooms and/or Gyms:
 ~ 1 hour - \$25.00 + HST ~ 3 - 5 hours - \$75.00 + HST ~ 6+ hours - \$150.00 + HST
 ~ Gymnasium - \$40.00 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 date and time. No fees shall be pro-rated for a portion of an hour.
- * All requests for to have fees waived must be accompanied by payment in full prior to fee waivers being reviewed. Should a fee waiver be approved, the payment shall be returned in full. Fees waived shall be determined 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 Socan and/or ReSound 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 additional costs. If the Renter fails to pay the additional costs, as requested by the City staff, the Renter shall be responsible for all collection costs and/or attorney's fees.
- * The security deposit must be made two days (2) prior to the date of the rental.
- * If a Renter makes several reservations, i.e. monthly, one deposit check may be tendered by the Renter and held for six months by the City. Such deposit checks shall be renewed every six months.
- * **Damage Deposit for all uses: minimum \$100.00, or as determined by the Superintendent, based on usage.**
- * For facilities requiring keys and/or security access codes, a \$20.00 key deposit is required. The deposit is fully refundable upon return of the key.

Cancellations and Refunds

- * Cancellations of a reservation must be given by the Renter at least 48 hours in advance of the reservation to become eligible for a full refund of the rental fee, or the fee will be forfeited.
- * 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) according to the following schedule:

Notice of Cancellation	Percentage of Refund of Rental Fee
30 Calendar days or more	100%
20-29 calendar days	75%
10-19 calendar days	50%
2-10 calendar days	25%
Less than 2 days/48 hours	0%

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, and /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.

Set-Up and Clean-Up

- * Your rental covers the day of your event if you want extra time the day before or after your event to set up or clean up our policy is to charge ½ the rental fee for the extra time.
- * Equipment and decorations shall be used in such a manner as to prevent damage or any kind to the facility and its furnishings. No decorations will be permitted which are taped, tacked, 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 as noted in the rental agreement.
- * No other equipment shall be provided by the City, such as sound system, television, recording devices, projectors, computers, etc.
- * Renter is responsible for set-up and clean-up of the event. This shall include, but is not limited to:
 ~ Cleaning floors, emptying trash to appropriate outdoor receptacles, wiping off tables and chairs, kitchen counters, sinks, etc.
- * Renter is responsible to leave the parking lot free of trash and debris from the event.