



Facility Rental Agreement

Town of Quispamsis
12 Landing Court
P.O. Box 21085
Quispamsis, NB E2E 4Z4
Phone 506-849-5778
Fax 506-849-5799

Email: quispamsis@quispamsis.ca
Website: www.quispamsis.ca

FACILITY <i>(please check one)</i>			
Meenan's Cove Beach House	Meenan's Cove Park	Civic Centre	Civic Centre Kitchen

1. As of Feb 02/11 if a Civic Centre rental group requests the use of the kitchen for their event there will be an additional fee of \$100.00 plus HST will be charged.
2. Bookings are to be on a first come first serve basis, and are to be made through the Quispamsis Town Hall. A damage deposit of \$200.00 will be required for ALL rentals. The damage deposit can be refunded five business days after the rental date, provided no damage has occurred.
3. The rental fee and damage deposit are to be paid by **CASH, DEBIT CARD OR CREDIT CARD ONLY**. Full payment must be received and rental agreement must be signed at least one week in advance of the booking, otherwise **booking is considered cancelled**.
4. If any damage occurs to the building or site or any equipment within, the cost of repair or replacement will be deducted from the damage deposit (see FACILITY CHECKLIST). If the cost of said items exceeds the damage deposit, the balance will be charged to the rental group.
5. In order to cancel a booking and obtain a refund of monies paid, notice must be given to the Quispamsis Town Hall at least ten (10) business days before the rental date. Otherwise, the rental fee will be forfeited, and only the damage deposit will be refunded.
6. Only persons 19 years of age or older may rent the facilities. Identification is required.
7. If alcoholic beverages are to be served, a license must be obtained from N. B. Liquor Licensing Board in Fredericton. *{Note: Alcohol is NOT to be stored on the premises in advance of the day of the event.}*
8. All activities are to be confined to the specific area rented.
9. Groups will be admitted one half hour before rental time slot, when possible, to allow for room set-up. All late time-slot rentals activities are to be completed, building restored to order and the building vacated by 1:00 a.m. The exception is any group in possession of a Special Occasions Permit, where vacating time is 2:00 a.m.
10. The rental group is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Town of Quispamsis responsible for any injury or loss of personal belongings. The rental group covenants and agrees to indemnify and save harmless the Town of Quispamsis of and from any and all manner of claims, damages, loss, costs and charges whatsoever occasioned to, or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequence of or in connection with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from or on account of the same. The rental group's covenants for indemnity herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, or construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason or any insufficiency in said structures and whether or not same have been approved by the Town, its servants or agents.
11. If equipment is brought into the facility, it is to be removed immediately following the event. For exceptions, contact Facilities Manager 849-5735. The Town is not responsible for the safety of any items left overnight.
12. No foreign substances are to be placed on the floor, e.g., powdered wax, sand, etc., or any other substance used for dancing. "Smoke" or "Fog" machines and throwing of confetti or rice are not permitted.
13. Decorations or signs are to be attached by removable tape only. Tacks, nails, screws or staples are not allowed in walls or on tables or chairs.
14. The rental group shall be entitled to have free use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of all facilities.
15. All Town owned facilities are smoke free. Therefore smoking of any kind is not permitted in any Town owned facilities.
16. The rental group shall, during the term of the rental, ensure all the fire exits of the said premises are kept open and free from obstructions.
17. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises, or which may make void or voidable any policy of insurance, but in such event the rental group shall there upon pay to the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
18. It is the responsibility of the rental group to be aware of the equipment and supplies available at the facility as well as their location. After hours calls may be subject to a surcharge if a staff call-in is required.
19. On completion of activities, any supplies used are to be cleaned and returned to their proper places, tables cleaned off, tables and chairs stacked in the proper location, floor swept, and garbage placed in garbage bin located outside of facility. When through, turn off lights in rental area and in washrooms, make sure toilets and sinks are not left running, close all windows, and ensure the rental premises are secure on departure.

20. Key(s) must be picked up two days prior to the rental date at the Town Hall, during regular office hours (8:00 a.m. – 4:30 p.m. Monday thru Friday). The keys should be returned to the office within three business days.
21. Rental groups for Meenan's Cove Park groups should not exceed 300 persons.
22. Any deviation from the policies herein established shall be referred to the Quispamsis Town Council.
23. For assistance both during and after office hours please call the Quispamsis Town Hall at 849-5778.

I, _____, a member of _____
NAME RENTAL GROUP, IF APPLICABLE

have hereby read and understand all policies herein; have paid the rental fee and damage deposit as laid out
 by Quispamsis Town Council and agree to abide by the above conditions on _____
RENTAL DATE

for _____.
TYPE OF EVENT

Any group or person that fails to provide complete and honest information in respect to their intended use will have their contract cancelled, and will lose all money on deposit. The Town reserves the right to cancel the contract at any time for any breach of a term of this contract.

SIGNATURE

PHONE NUMBER

FULL MAILING ADDRESS

*** FOR OFFICE USE ONLY ***

Rental Fee \$ _____

Damage Deposit Fee (\$200)

Paid On _____

Paid On _____

Receipt Number _____

Receipt Number _____

Identification _____

Method _____

Key # _____ Date Picked Up _____

Credit Card # _____

Date Returned _____

Expiry Date _____ OrigAuth# _____

Date Released _____

- We received notification the said facility was left in good condition with no damage, and hereby authorize the release of the damage deposit.
- We received notification Damage has occurred at the above noted facility, and the Town of Quispamsis has been reimbursed for said damage.

DATE

TOWN REPRESENTATIVE

The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the *New Brunswick Right to Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the Parks and Facilities Manager for the Town of Quispamsis at (506) 849-5735.