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## **RECREATION RENTAL AGREEMENT**

### **(Policy 05-2023, Schedule D)**

The information contained in the Rental Agreement (“the Agreement”) applies to all rentals of recreational facilities within Eastern Charlotte (“the Municipality”).

All rental agreement pages must be completed and returned to the Municipal Office no later than the last business day prior to the rental.

For questions or concerns regarding the Agreement, please contact the Municipal Office, Monday through Friday, 8:30 am to 4:30 pm, excluding holidays, via telephone (506-755-4320) or email ([info@easterncharlotte.ca](mailto:info@easterncharlotte.ca)).

### **Bookings**

Individuals must be at least 19 years of age to rent the facility.

Bookings are made by contacting the Municipal Office and are available on a first come first serve basis. Inquiries can be made by phone (506-755-4320) or email ([info@easterncharlotte.ca](mailto:info@easterncharlotte.ca)).

All rental costs are to be paid prior to obtaining keys for the event.

Keys are to be picked up Monday to Friday between 8:30 a.m. and 4:30 p.m. Failure to do so will result in loss of Centre use and no refunds will be issued. A replacement fee of \$20 cash will be charge for keys not returned within fourteen (14) days.

In order to cancel a booking and obtain a refund of monies paid, notice must be given to the Municipal Office at least seven (7) days before the rental date. Otherwise, the rental fee will be forfeited.

\*Exception: cancellations due to weather\*

The Municipality reserves the right to cancel an event, up to and including the day of the event, or at any time during an event, if the event organizer has contravened the Agreement or there is a threat to public safety.

Event organizers should not advertise the event or make financial commitments prior to obtaining approval for the event.

### **Terms of Use**

All activities are to be confined to the area specified in the Agreement.

Access to the rental space is restricted to the entrance and exit times designated in the Agreement, unless additional arrangements are made with the Municipal Office.

All late evening rental activities are to be completed, building restored to order and the premises vacated by 10 p.m.

Decorations or signs are to be attached by removable tape only, i.e., white only sticky tack, UHU Brand or 3M Command adhesive. Tacks, nails, screws or staples are NOT allowed in walls or on tables or chairs.

No foreign substances are to be placed on the floor, e.g., powdered wax, sand, cornstarch, etc., or any other substance used for dancing. "Smoke" or "fog" machines are NOT permitted on the premises.

Events must not compromise the safety of participants or the public. Accordingly, event organizers are responsible for the security and safety at the site and for ensuring there is sufficient personnel available to maintain a safe environment.

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 obstruction.

The event organizer is responsible for participant conduct.

The following substances and/or items are PROHIBITED on the premises and/or in the Facility: Cannabis products, alcohol, smoking or vaping items. Smoking and/or vaping of any kind is not permitted within 10 meters of any Municipality-owned facility.

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 the facility.

## Responsibilities

The Renter is responsible for their own clean-up of the Facility.

- Clean-up must be completed within your designated rental time.
- Upon completion of activities, any equipment or supplies used are to be cleaned and returned to their proper places, sinks cleaned, tables cleaned off, tables and chairs stacked in the proper locations, floors swept, spills and messes to be wiped up off all surfaces including floors.
- If available at the Facility, all dishes, cutlery and glassware are to be cleaned and put away.
- Garbage bins are to be emptied, garbage bags are to be tied, and all garbage put in the dumpster at the side of the building.
- **If the Renter fails to complete any of the post-event cleanup items set out above, or does not perform a proper cleanup, cost to do so will be charged at the rate of \$25.00 per hour.**

The Renter is responsible for setting up and taking down of table and chairs and afterwards ensuring they are placed on the carts and stored in the proper storage rooms, or you can remit the fee for this service. The Setup/Teardown fee must be paid with the rental fee and designated upon the Agreement.

If the heat and/or air-conditioning controls are adjusted during use, please note and return to pre-rental levels at the end of use.

Before exiting the Facility, washrooms should be checked to ensure water is not left running, lights are turned off, and all persons have exited.

When finished with activities and cleanup, turn off lights in rental area and in washrooms. Close all windows and ensure the rental premises are secure on departure

If personal and/or outside equipment is brought into the facility it is to be removed immediately following the event. For exceptions, make arrangements with the Municipal Office. The Municipality is not responsible for the safety of any items left beyond the exit time designated in the Agreement.

## Liability

**The Renter must complete and sign the Liability & Damage Waiver page.**

The Renter will be billed for any repair or replacement required by damage to the building, site, or equipment owned by the Municipality.

Any outside entertainment brought in to the Facility must provide proof of liability insurance, and a copy filed with the Agreement.

The Renter 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 or insurance. In such event the rental group shall thereupon pay to the Municipality, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.

## Emergency & Additional Assistance

Event organizers must designate and provide the name and contact information of an on-site individual who has the authority to intervene with and/or stop the event, if necessary, at any time during the event.

If an audible alarm sounds, all event participants must evacuate the building immediately.

**In the case of a Fire, Police, or Medical Emergency, please call 9-1-1.** Then contact the Municipal Office (during business hours) or the Chief Administrative Officer (CAO).

Should any issue arise during the rental period, the renter should contact the Municipal Office (during business hours), or the CAO. Please do not contact a member of Public Works or a member of Council directly unless otherwise advised by administrative staff. Contact numbers are posted on the bulletin board.

In the case of an operational issue that is not critical to the Rental (light bulbs need replacing, running toilets, etc.), please notify the Municipal Office when returning the keys.





# RECREATION RENTAL BOOKING FORM

Please read the full Recreation Rental Agreement before completing this request.

## CONTACT DETAILS

Business, Organization or Group \_\_\_\_\_

Charitable Organization/Non-Profit # (if applicable) \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Province \_\_\_\_\_

## RENTAL DETAILS

Purpose of Rental \_\_\_\_\_

Date Requested \_\_\_\_\_ \* If applicable, provide a full schedule on a separate page

Time Entering \_\_\_\_\_ Time Leaving \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Eastern Charlotte Recreational Complex	Maguadavic Place Community Center
<p><i>Activity Area Requested &amp; Fee</i></p> <p><input type="checkbox"/> Arena/Ice Surface _____</p> <p><input type="checkbox"/> Arena Upstairs Lounge (Add-On) _____</p> <p><input type="checkbox"/> Arena Upstairs Lounge (Only) _____</p> <p><input type="checkbox"/> Arena Dressing Room (Only) _____</p> <p><input type="checkbox"/> Gymnasium Lounge _____</p> <p><input type="checkbox"/> Upper-Level Room (full length) _____</p>	<p><i>Room Requested &amp; Fee</i></p> <p><input type="checkbox"/> Main Hall _____</p> <p><input type="checkbox"/> Conference Room _____</p> <p><input type="checkbox"/> Lower-Level Room _____</p>
<p style="text-align: center;"><b>Other Recreation Areas</b></p> <p><i>Recreation Area Requested &amp; Fee</i></p> <p><input type="checkbox"/> Second Falls Community Room _____</p> <p><input type="checkbox"/> Pennfield Community Room _____</p> <p><input type="checkbox"/> Blacks Harbour Baseball Field _____</p> <p><input type="checkbox"/> Veteran's Field (St. George) _____</p> <p><input type="checkbox"/> Maguadavic Basketball Court _____</p> <p><input type="checkbox"/> St. George Tennis/Pickleball Court _____</p>	<p><i>Rental Add-Ons</i></p> <p>Setup / Tear Down      <b>+\$90</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Kitchen                      <b>+\$150</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><input type="checkbox"/> Gas Oven      <input type="checkbox"/> Gas Griddle</p> <p>Audio/Visual Equipment    <b>+\$50</b>      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><input type="checkbox"/> Speaker(s)    <input type="checkbox"/> Microphone</p> <p style="padding-left: 40px;"><input type="checkbox"/> Screen            <input type="checkbox"/> Projector</p>

**Total Cost of Rental**



# LIABILITY & DAMAGE WAIVER

## RENTAL DETAILS

Rental Date \_\_\_\_\_  Full schedule attached (if applicable)

Rental Facility:

<i>Patrick Connors Recreational Complex</i>	<input type="checkbox"/> Arena/Ice Surface	<input type="checkbox"/> Arena Dressing Room (Only)
	<input type="checkbox"/> Arena Upstairs Lounge (Add-On)	<input type="checkbox"/> Gymnasium Lounge
	<input type="checkbox"/> Arena Upstairs Lounge (Only)	<input type="checkbox"/> Upper-Level Room (full length)

<i>Magaguadavic Place Community Center</i>	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Lower Level Room
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<i>Other Recreation Areas</i>	<input type="checkbox"/> Second Falls Community Room	<input type="checkbox"/> Veteran's Field (St. George)
	<input type="checkbox"/> Pennfield Community Room	<input type="checkbox"/> Magaguadavic Basketball Court
	<input type="checkbox"/> Blacks Harbour Baseball Field	<input type="checkbox"/> St. George Tennis/Pickleball Court

Other Facility: \_\_\_\_\_

## LIABILITY WAIVER

I/We have read the regulations for the use of the above designated rental facility ("the Premises") and agree to be bound by them. In consideration of my/our use of the facility, I/we agree to indemnify and save harmless Eastern Charlotte, its agents, servants, employees and officials from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage of my/our person or property; however caused, arising out of or in connection with my/our utilization of facilities and notwithstanding that the same may have been contributed to or occasioned by the negligence of Eastern Charlotte, its agents, servants, employees or officials, or any executors, administrators, successors and assigns, as the case may be.

\_\_\_\_\_  
Initial

## DAMAGE WAIVER

I/we, \_\_\_\_\_ agree to pay for any damages made to the  
*Individual or Name*

Premises or the contents/equipment therein while renting for the \_\_\_\_\_  
*Name or Purpose of Event*

Payment will be made to:  
Eastern Charlotte  
1 School Street  
St. George, NB E5C 3N2

\_\_\_\_\_  
Initial

\_\_\_\_\_  
*Name of Association/Individual responsible*

\_\_\_\_\_  
*Contact Person (if different)*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*