



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).

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).

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 _____

Patrick Connors Recreational Complex

Activity Area Requested & Fee

- Arena Surface _____
- Arena Observation Lounge _____
- Multipurpose Gymnasium _____
- Gymnasium Observation Lounge _____
- Upper-Level Room (full length) _____
- Kitchen (only) _____

Other Recreation Areas

Recreation Area Requested & Fee

- Second Falls Community Room _____
- Pennfield Community Room _____
- Blacks Harbour Baseball Field _____
- Veteran's Field (St. George) _____
- Magaguadavic Basketball Court _____
- St. George Tennis/Pickleball Court _____

Magaguadavic Place Community Center

Room Requested & Fee

- Main Hall _____
- Conference Room _____
- Lower-Level Room _____

Rental Add-Ons

- Setup / Tear Down **+\$90** Yes No
- Kitchen **+\$150** Yes No
 - Gas Oven Gas Griddle
- Audio/Visual Equipment **+\$50** Yes No
 - Speaker(s) Microphone
 - Screen Projector

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 Surface	<input type="checkbox"/> Gymnasium Observation Lounge
	<input type="checkbox"/> Arena Observation Lounge	<input type="checkbox"/> Upper-Level Room (full length)
	<input type="checkbox"/> Multipurpose Gymnasium	<input type="checkbox"/> Kitchen (only)

<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