



Recreation & Community Services Department

1119 Thorburn Road
 Portugal Cove - St. Philip's, NL A1M 1T6
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Recreation Centre Rental / User Agreement

Name: _____ Phone#: _____
 Address: _____ Phone#(Alternate): _____

 Refund: Mailed Pick up Rental in Schedule:
 Date of Event: _____
 Doors Open Time: _____ Start Time: _____ Doors Close Time: _____
 Type of Event: _____ No. of persons expected: _____ (Max. 134)

Fee Structure:

Adult Function:	Youth Function:	Other:
Hourly Rate: \$40 (Meeting/Training/Seminar)	Hourly Rate: \$30 (Meeting/Training/Program)	Full Day: \$350 (Wedding/Craft Fair)
Damage Deposit: \$75	Damage Deposit: \$75	Damage Deposit: \$350 Note: Set up night before is Extra fee \$100
Rate: \$250 (Max 7 hours) (Birthdays/Anniversary/Dance)	Rate: \$100 (Max 4 hours) (Birthdays/Baby Showers)	Community Groups:
Damage Deposit: \$250	Damage Deposit: \$100	NA As per agreement
	Bouncer \$25 \$50	

For Office Use Only			
Damage Deposit Receipt #:	Amount Paid:	Date Paid:	Taken By:
Rental Fee Receipt #:	Amount Paid:	Date Paid:	Taken By:
Refund Processed: Yes	No	Date: _____	Staff IN: _____

Key Number:	Key Code:	
Key Pick up Date:	Signature of Renter:	Staff In:
Key Drop off Date:	Signature of Renter:	Staff In:

Weekend rentals key pick up on Friday by 3pm. If Friday is a Municipal holiday it must be picked up by Thursday at 3pm. Monday to Thursday rentals key picked up by 3:00pm on the day of the Rental. If your key is not picked up your rental can be cancelled and no refunds will be given. Key dropped off is the next work day after your rental. Failure to drop the keys will result in a lost damage deposit.

Conditions of User Agreement

Violation of any of the following conditions may result in an immediate cancellation of a rental, loss of damage deposit, and/or the ability to rent the facility for future events;

- i) Regular user groups are responsible for cleaning up after their program. Failure to comply with this condition will result in a \$100 cleaning fee charge to the organization. Staff will ensure that the building is cleaned and if there are issues, the Recreation Director will be notified to determine next course of action.
- ii) Rental groups are responsible for the set-up and clean-up of the facility including kitchen and equipment if used. Staff will verify that the building was cleaned prior to the deposit being returned.
 - a. Tables and chairs wiped off and put away Please cover the tables when crafting or using materials that can stick or cause damage. **(DO NOT stacks of tables higher than 5)**
 - b. Floor swept
 - c. Mopped
 - d. Garbage changed and placed in the outside bins
 - e. Decorations removed - **Please use sticky tack or the hooks provided for hanging decorations or other materials. No push pins or tape permitted.**
 - f. Bathrooms and kitchen clean
- iii) Adult Functions with alcohol must comply to the following:
 - a. Invite only or/
 - b. Special Events Liquor License # _____Events with alcohol must following Newfoundland and Labrador Liquor Policies. All consumption of alcohol must be inside the building.
FOR ALCOHOL RELATED FUNCTIONS IDENTIFICATION: Picture ID must be provided with this rental form and must match the name and address of the primary contact.
- iv) **The building must be cleaned and vacated by 2:00am. The renter is responsible to remain onsite until all participants have vacated.**
- v) Rental groups are responsible for the cost of any damages to the interior or exterior of the building exceeding the damage deposit.
- vi) The outstanding balance for the rental must be paid in full one week (5 working days) before the date of the rental. Payments must be made at the Town Office in person or by phone during office hours; 8:30 a.m. to 4:30 p.m. (4:00 p.m. in summer months).
- vii) A renter \user holds the right to cancel their booking up to 3 weeks before their event and receive a refund in full. Any cancellation notice given less than 3 weeks before the event will only be refunded for valid medical reasons. All other circumstances will result in the loss of the deposit.
- viii) The Recreation Centre is a smoke free facility; inside and outside. The Town's Smoking Policy is available upon request.
- ix) Pre-teen/teen dances: Please see Youth Dance Policy
- x) Rental groups will have access to the kitchen. Dishes are available for an extra rental fee. \$50 (BOX) **IMPORTANT NOTICE: The fire suppression system in the kitchen is very sensitive and it is mandatory that if you use the stove, please ensure you turn on the fan. Signs are posted for your information.**
- xi) The Town of Portugal Cove - St. Philip's is not responsible in any way for any injury to any person or for any loss of business of the renter or for any loss or damage to any property belonging to the renter or its invitees while such person or property is in or about the facility during the renters occupancy or use thereof.

I, _____ have read and fully understand the rules and regulations of the Town of Portugal Cove - St. Philip's Recreation Centre Rental / User Agreement as they have been outlined to me. I will adhere to all conditions that are stated in this agreement and accept full responsibility for proper conduct during and after my rental with the Town of Portugal Cove - St. Philip's Recreation & Community Services Department; along with full financial responsibility as outlined above.

Name of Renter (Please Print)

Signature

Date

Witness Signature