



Recreation and Community Services Dept

1119 Thorburn Road
 Portugal Cove-St. Philip's, NL A1M 1T6
 Telephone: (709) 895-8000 ext 4 Fax: (709) 895-3780
 website: www.pcsp.ca e-mail: dawn.sharpe@pcsp.ca

Outdoor Recreation Facility Rental Agreement

Organization: _____ Main Contact: _____

Address: _____ Postal Code: _____

Telephone(R): _____ (B): _____

Other Contact: _____

Telephone(R): _____ (B): _____

Facility Applied for:

Voisey's Brook Park

- Softball Field
- Soccer Pitch
- Multipurpose Building

Rainbow Gully Park

- Softball Field
- Soccer Pitch (artificial)
- Multipurpose Building

-
- ½ Day Dates Requested: _____
 - Full Day _____
 - Weekend _____

Date of Application: _____

.....

User Fees:

Fields (Soccer & Softball)

- ½ Day \$100.00
- Full Day \$150.00
- Weekend \$350.00

Multipurpose Building

- Meeting \$50.00
- Event \$100.00
- Deposit \$50__ \$100__

Artificial Turf

- \$125.00/hour without light
- \$150.00/hour with lights
- Tournament \$100 Deposit

Community League Fees:

- Minor (Free of Charge)
- Mixed League (as per contract)
- Men's League ___ x \$30 = _____
- Special Rate Group

<u>Office Use Only</u>	
Payment Type: Cash__ VISA__ MC__ INTE__	
Amount: _____	Date of Payment: _____
Deposit Receipt #: _____	
Rental Receipt #: _____	
Taken By: _____	

Conditions of User Agreement

- i) 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 (no stacks of tables higher than 5)
 - b. Floor swept
 - c. Mopped
 - d. Garbage changed and taken outside the building
 - e. Decorations removed
 - f. Bathrooms and kitchen cleaned
- ii) Rental groups are responsible for the cost of any damages to the interior or exterior of the building exceeding the damage deposit. Staff will verify there are no damages prior to the deposit being returned.
- iii) 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 during office hours; 8:30 a.m. to 4:30 p.m. (4:00 p.m. in summer months). Failure to comply with this may result in a cancellation of the rental agreement.
- iv) 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 can be reviewed for medical reasons only. All other circumstances will result in the loss of the deposit.
- v) League Field Rentals: 48 hours' notice must be given for cancellation of the field or changes to scheduled times. A maintenance fee will be incurred after that.
- vi) Weather Cancellations: a 3:00pm deadline
- vii) All Town Outdoor facilities are smoke free facilities. Town's Smoking Policy is available upon request.
- viii) The Town of Portugal Cove – St. Philip's Outdoor Recreation Facilities are not license premises for serving alcohol. For the selling or consumption of alcohol a renter must obtain a Special Events Liquor License from the NL Liquor Corporation. A copy of the license must be given to the Town and all NL Liquor Cooperation regulations must be followed. The signing of this agreement waives the Town of all responsibilities regarding this matter. Please check the box that is applicable to your rental:
 - Alcohol Free Event
 - License Obtained # _____ (copy of license attached)
- ix) Rental groups are responsible for providing security for the event booked if and when applicable.
- x) 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 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 Outdoor Recreation Facility 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 Department; along with full financial responsibility as outlined above.

Name of Renter (Please Print)

Signature

Date

Witness Signature