



# ROTHESAY

70 Hampton Road, Rothesay, NB, E2E 5L5 (506) 848-6600 Fax (506) 848-6677  
E-mail: rothesay@rothesay.ca Web site: www.rothesay.ca

Name of Renter (Contact Person): \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Damage Deposit Cheque: Shred Yes No Mail to address above Yes No

If different mailing address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Number of People: \_\_\_\_\_

Liquor License Required: Yes No

\* Renters wishing to serve alcohol of any kind are advised to contact the Lions Club who hold a Club License for the Facility. *Professional caterers are **NOT** permitted to use their liquor license on the premises.*

Lions Club Contact Information:

Ray McCaskill: 636-0483 firemanray11@hotmail.com

If renters choose to obtain their own Special Occasion Permit, **the following steps are required:**

- 1) A Special Event Liability insurance Policy, with Rothesay named as an additional insured (minimum amount of \$2,000,000) from your Insurer that covers the date/time of the event **must be** provided to the Town prior to sign-off for the Special Occasion Permit application.
- 2) Notification from the Lions Club of the suspension of Club License for the date/time of the event to be covered under the Special Occasion Permit is to be included with the permit application to province.
- 3) A provincial Special Occasion permit signed by Town Staff, along with notification from Lions Club, is to be submitted by the Applicant to the NB Department of Public Safety/Liquor Licensing Unit.

Initial: \_\_\_\_\_

## Rules and Regulations of the Bill McGuire Memorial Centre

Before, during and after my rental I agree to the following:

- 1) A \$500 damage deposit is required for ALL rentals and **must** be received to confirm the rental.  
The cheque is to be dated the day of your event
- 2) A rental fee deposit equal to 50% of the rental fee is required at the time of booking. The remaining 50% is due 60 days prior to the event. In the case of a cancellation, the rental fee deposit is refundable **IF** the booking is cancelled 60 days or more before the event
- 3) If alcoholic beverages are to be served, the requirements are as listed on page 1 of the contract (PLEASE Note: Alcohol CANNOT be stored on the premises in advance)
- 4) **NO** homemade alcoholic products are permitted on the premises at any time
- 5) Consumption of alcohol outside the facility is **strictly prohibited**
- 6) To not exceed the capacity of the building (250 people maximum per the Fire code)
- 7) Equipment is to be brought into, and removed from, the facility **only** on the agreed day(s) and times the facility has been rented
- 8) All tables and chairs will be neatly returned to the storage area before leaving the facility
- 9) If a 4 or 8 hour rental concludes past midnight the facility is to be vacated by **1:00 am**, which time includes the replacing of tables and chairs to the storage room
- 10) For a weekend rental replacing of tables/chairs to the storage room is to be completed by noon Sunday
- 11) To refrain from using tacks, tape, or staples on the Centre's walls and ceiling and to refrain from throwing confetti or sparkle dust
- 12) The use of fire elements (such as candles and pyrotechnics) is **STRICTLY prohibited**
- 13) To check premises and ensure that all doors and windows are closed and locked before leaving
- 14) To ensure that the restrooms and kitchen plumbing are in order with no running taps, toilets or clogs
- 15) To ensure that the kitchen is left clean (counters, tables, chairs) and **ALL** garbage is removed and placed in provided garbage cans
- 16) The rental group shall, during the term of their rental, ensure all the fire exits of the facility are kept free from obstruction
- 17) Keys are to be picked up at Rothesay Town Hall (8am - 12noon, 1pm - 4:30pm) no more than two business days prior to the event. Keys are to be dropped off at Rothesay Town Hall no more than two business days after the event
- 18) The Bill McGuire Memorial Centre is a **non-smoking facility and NO smoking** is permitted within 9 meters of any entrance and/or exit
- 19) Emergency Exit (Side Door) **must** remain closed at all times with clear access
- 20) If any of the above rules and regulations are not followed, the damage deposit will be used to cover the costs that result

I have read and understand the above rules and regulations. I agree to observe the conditions and agree that the damage deposit will be used to cover the costs that result from any violation of these rules and regulations.

As a part of the consideration for Rothesay renting the above facility to me/us, I on behalf of myself (or the renting organization and its members) agree to release and discharge, and to indemnify and save harmless, the town of Rothesay from and against all claims and proceedings, by whomsoever made or brought, in respect of any costs, losses, damages, injury or expenses arising by reason of my/our use of the facility.

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Signature of Renter

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Date