



ROTHESAY

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Wells Community Centre Agreement

Name of Renter (Contact Person): _____

Full Mailing Address: _____

Email Address: _____

Telephone Number(s): home _____ work _____ cell _____

Date(s) of Event: _____

Time of Event: _____ to _____

Type of Event: _____ Estimated Number of People: _____

Liquor License Required: Yes No

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) A provincial Special Occasion permit signed by Town Staff is to be submitted by the Applicant to the NB Department of Public Safety/Liquor Licensing Unit.

Initial: _____

page 1/2

Rules and Regulations of the Wells Community 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 at time of booking to confirm the rental.
- 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) I accept that I will receive a 4-digit Pin Code that will grant me access to the Wells Community Centre for the duration of my booking
- 4) 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)
- 5) **NO** homemade alcoholic products are permitted on the premises at any time
- 6) Consumption of alcohol outside the facility is **strictly prohibited**
- 7) To not exceed the capacity of the building (100) people maximum per the Fire code)
- 8) Equipment is to be brought into, and removed from, the facility **only** on the agreed day(s) and times the facility has been rented
- 9) All tables and chairs will be neatly returned to the storage area before leaving the facility
- 10) 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
- 11) For a weekend rental replacing of tables/chairs to the storage room is to be completed by noon Sunday
- 12) To refrain from using tacks, tape, or staples on the Centre's walls and ceiling and to refrain from throwing confetti or sparkle dust
- 13) The use of fire elements (such as candles and pyrotechnics) is **STRICTLY prohibited**
- 14) To check premises and ensure that all doors and windows are closed and locked before leaving
- 15) To ensure that the restrooms and kitchen plumbing are in order with no running taps, toilets or clogs
- 16) To ensure that the kitchen is left clean (counters, tables, chairs) and **ALL** garbage is removed and placed in provided garbage cans
- 17) The rental group shall, during the term of their rental, ensure all the fire exits of the facility are kept free from obstruction
- 18) The Wells Community 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.

Signature of Renter

Date