

Carlow Community Centre Rental Contract

Community Centre Location: 1702 Fort Stewart Road, Fort Stewart

Date of Event: _____

Name of Renter: _____

Telephone: _____

TERMS AND CONDITIONS OF RENTAL:

1. A deposit of \$100.00 is required upon the rental of the Community Centre against any damage or theft to the premises or equipment during occupancy or failure to leave the hall in the conditions outlined in the following terms. Damages over the \$100.00 deposit will be the sole responsibility of the renter. This deposit will be returned upon inspection of the facility after the key is returned, only if the hall is left in the same condition that it was at the time of the rental.

Deposit returned _____ (Initials of Applicant)

2. It is **mandatory** for the Applicant to obtain Third Party Liability Insurance for a licensed event held under a Special Occasion Permit. A declaration, on the reverse side of this form, will be required to be signed by the Applicant.
3. It is **not mandatory** however **it is recommended** for the bartender(s) and ticket seller(s) to have their Smart Serve Certification for a licensed event held under a Special Occasion Permit.
4. No confetti or rice allowed.
5. Pursuant to Hastings, Peterborough-Frontenac County By-Law passed as of January 1, 2004; all community centres are deemed smoke free.
6. Upon leaving the building:
 - turn off all taps and flush all toilets
 - set thermostat at 55F (12C) in winter
 - mop spills and sweep floors
 - coolers and fridges are to be unplugged and doors propped open
 - turn off all lights and appliances including exhaust fans, flood and exit lights
 - close and lock all windows and doors
 - all garbage removed from the premises

(If not a taxpayer in the Township of Carlow/Mayo, display this contract to the attendant at the Waste Site during regular hours for admission).

All tables and chairs to be restacked (tables – no higher than 3 high; chairs – no higher than 5 high)

7. All decorations, food and personal effects and alcohol to be removed from hall in a timely fashion or prior to the next rental. This allows time for cleaners to come in before the next function. All garbage is to be removed from the premises, inside and outside. The renter agrees to hold harmless the Township of Carlow/Mayo, its employees or board members for any clothing damage or loss, personal loss or injury to him/her, themselves and any of his/her invitees or guests during the term of this contract, anywhere upon the Carlow Community Centre property.

Signed: _____ Date: _____

Renter

Signed: _____ Date: _____

Carlow Community Centre Representative

DECLARATION

I, _____, do solemnly swear that I have obtained Third Party Liability Insurance for a licensed event held under a Special Occasion Permit scheduled for _____, 20____ at the Carlow Community Centre located at 1702 Fort Stewart Road in Fort Stewart.

Signed in _____, Ontario on the _____ day of _____ 20____.

Renter

Witnessed By:

Carlow Community Centre Representative

