



Rental Agreement

I, _____ agree that I am booking an event at the Little Harbour Community Centre which conforms to the terms set out in this application and Booking Form. I agree that the total cost of my event is _____ (but may increase if I add services from the Little Harbour Community Centre). I acknowledge and agree that I will provide a non-refundable security deposit for one half of the total amount of my event, which in this case is _____. A damage/cleaning deposit is also required on some rentals. This deposit is fully refundable when the hall is inspected after your rental, assuming no issues. This inspection includes outside and inside the Centre.

I further agree that I will take personal responsibility to ensure that the terms of this agreement are met and that if there is any default of the agreement, or breach of any laws or negligence occurring in relation to this event that I shall be personally responsible.

General Provisions

1. I acknowledge that I am fully responsible for any and all damage caused to the Little Harbour Community Centre and property as a result of my function.
2. Renter shall be present during the period of the reservation from set-up through clean-up and shall be responsible to check out the facility at the end of the rental period.
3. I acknowledge and agree that I shall not use (nor allow others to use) nails, thumbtacks/ staples for the purposes of decorations. Painter's tape should be

used as it does not damage the walls. If there is a breach of this I shall be responsible for all expenses related to the repair of the LHCC as a result of the use of these objects.

4. I agree that all decorations used at the LHCC shall be removed from the Centre by noon on the day following the function.
5. I agree that I shall be responsible for the negligence or tortious acts of those attending the function whether or not that negligence or tortious acts are caused directly or indirectly from intoxication or drunkenness and agree to indemnify and save harmless the LHCC for any claims made in relation to the negligence of those attending the function.
6. I acknowledge and agree that the LHCC accepts no responsibility for any theft or damage to items (including vehicles) left on the premises.
7. I acknowledge that it is the recommendation of the Little Harbour Community Centre that I purchase Event Insurance and if I do that Little Harbour Community Centre is to be named as an "additional insured" on that policy. A copy shall be provided to the LHCC.
8. I acknowledge and agree that my balance owing is due to the Little Harbour Community Centre one month prior to the event (when applicable).
9. I agree that I will not exceed the occupancy limit of 205 however; for weddings, the occupancy limit is 120.

Alcohol Provisions

1. I further agree that if my event requires a bar service and is serving alcohol that I will abide by all laws in relation to the regulation of serving alcohol.
2. I agree that I will be responsible for obtaining the appropriate liquor license necessary to host my event.
3. I agree that I shall provide a copy of the liquor license to the bar stewards (currently Lachie MacIntosh and Peter Bennett) at least one week prior to the function. I fully understand that in the event that I do not obtain and provide the liquor license as outlined above that it will result in bar service not being available for my function.
4. I accept sole responsibility for any breach of the Liquor Control Act (or any successor legislation) occurring on the premises of the Little Harbour Community Centre during the function.
5. I acknowledge and agree that the bartenders at the LHCC reserve the right to refuse service to any attendee of the function for any reason.
6. I agree that the only alcoholic beverages to be consumed on the premises will be purchased from the LHCC bar staff (except for bottled wine brought by the renter for dinner only).

7. I agree that in the event that there is bottled wine provided on the tables for dinner service that it shall be removed immediately after dinner service.

I acknowledge and agree that I have reviewed the provisions of this Application and Booking Form and agree to be bound by the terms contained herein.

Renter's Signature

Date

Representative from LHCC

Date



Application and Booking Form

Name of Applicant: _____

Address of Applicant: _____

Phone number (day): _____ (evening) _____

Email of Applicant: _____

Date of Function: _____

Type of Function: _____

Will there be children under the age of 19 attending your event?

_____yes _____quantity _____no






If you are having a caterer, please provide his/her name and contact information including a telephone number.



Check all Requested	Description	Cost
	Evening Rental (6:30pm – 12:00 midnight) Damage/Cleaning Deposit Required – Refundable upon indoor and outdoor inspection Full Kitchen Access/Caterer	\$400.00 \$200.00 \$50.00
	Day Rental (8:30am – 6:00pm) Damage/Cleaning Deposit Required – Refundable upon indoor and outdoor inspection Full Kitchen Access/Caterer	\$300.00 \$150.00 \$50.00
	Wedding/Reception -Friday 8:30am through Sunday 12:00 noon -Full Kitchen Access Included -Last call on event night is 11:30pm -Damage/Cleaning Deposit Required – Refundable upon indoor and outdoor inspection -Bouncer (Required)	\$1000.00 \$500.00 \$130.00
	2-Hour Rental	\$100.00
	Each Additional Hour	\$50.00
	Total Cost	
	Non-Refundable Security Deposit (50% of rental)	
	Total Due (One Month Before)	

Rental Checklist

The renter has agreed to the following decorating and cleaning terms in the rental agreement. If these items are not completed in a satisfactory manner, LHCC may hold back all or part of your damage/cleaning deposit.

	<p>Decorating:</p> <ul style="list-style-type: none"> - NO nails, thumbtacks or masking/scotch tape to be used on the walls. - ONLY use painter's tape/putty - Weddings only, may hang decorations from the ceiling. <p>Removal of Decorations:</p> <ul style="list-style-type: none"> - Remove all items brought in the hall. (puncture balloons and put in garbage) - Remove and discard painter's tape/putty from the walls.
	<p>Tables and Chairs:</p> <ul style="list-style-type: none"> - Wipe down all tables and chairs if soiled. - Return and stack in their original location.
	<p>Floors:</p> <ul style="list-style-type: none"> - Sweep all areas. Brooms in the closet by the accessible washroom.
	<p>Kitchen:</p> <ul style="list-style-type: none"> - Wipe down all kitchen counters. - Clean any appliances used. - Clean and return any dishes/utensils used.
	<p>Garbage/Recycling:</p> <ul style="list-style-type: none"> - Use only clear bags for garbage, blue bags for recycling. These are located on the shelf opposite the bar door in the kitchen. - Tie up all garbage (kitchen, hall and bathrooms) and replace with new bags. - Place bags in the back-storage room. <p>Smaller Functions:</p> <ul style="list-style-type: none"> - Take all garbage, compost and recycling home with you.