Rural Municipality of Hunter River

Rental Agreement for Hunter River Community Centre

Weddings and Wedding Receptions

First and Last Name of Renter: _____
Email Address of Renter: _____
Phone Number: _____ **Mailing Address:** _____
Event Date: _____ **Start Time:** _____ **End Time:** _____

Terms:

1. Rental rates are as follows: $200 with a $250 refundable damage deposit.

* A $75 fee will be added for all renters that would like to have someone set up and tear down the hall (this includes the setting up and putting away tables and chairs only.)

* A $40 will be added for renters requiring full access to the kitchen facilities.

2. Bookings are on a first come first serve basis, and made by the municipal office. Rental fees and signed rental agreement are due at least 7 business days in advance of the rental date, otherwise the booking is considered cancelled.

3. If any damage occurs to the building, or site or any equipment within, the cost of repair or replacement will be charged to the renter.

4. In order to cancel a booking and obtain a refund of monies paid, notice must be given to the municipal office at least two (2) business days before the rental date. Otherwise, the rental fee will be forfeited.

5. Only persons 19 years of age or older may rent the facilities. Identification is required.

6. If alcoholic beverages are to be served, a licence must be obtained from the PEI Liquor Control Commission. (Note: Alcohol is NOT to be stored on the premises in advance of the day of the event.) All alcohol consumption to be confined to the specific area rented.

7. Renters will be admitted two hours prior to the rental time slot, when possible, to allow for room set-up. All late time-slot rentals activities are to be completed, building restored to order and building vacated no later than 1:00 am.

8. The renter is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Rural Municipality of Hunter River responsible for any injury or loss of personal belongings. The renter covenants and agrees to indemnify and save harmless the Rural Municipality of Hunter River of and from any and all manner of claims, damages, loss, costs and charges whatsoever occasioned to, or suffered by, or imposed upon the Municipality or its

property, either directly or indirectly in respect of any matter or thing in consequence of or in connection with or arising out of the renter's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from or on account of the same. The renter's covenants for indemnity herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, or construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the renter, its servants or agents, and by reason or any insufficiency in said structures and whether or not same have been approved by the by the Municipality, its servants or agents.

9. If equipment is brought into the facility, it is to be removed immediately following the event. For exceptions, contact the municipal office at 902-621-2170. The Rural Municipality of Hunter River is not responsible for the safety of any items left overnight.

10. No foreign substances are to be placed on the floor, e.g., powdered wax, sand, etc., or any other substance used for dancing. "Smoke" or "Fog" machines and throwing of confetti or rice are not permitted. Confetti is not permitted to be used on tables for decoration.

11. Decorations or signs are to be attached by removable tape or sticky tack only. Tacks, nails, screws or staples are NOT allowed in walls or on tables or chairs.

12. The renter shall be entitled to have free use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of all facilities.

13. All Municipally owned facilities are smoke free. Therefore, smoking of any kind is not permitted at any municipally owned facility. Cannabis, in any form, is not permitted to be consumed on any property owned by the Rural Municipality of Hunter River.

14. Renters wishing to prepare meals, etc. in the kitchen facility must have at least one person on site that has food safety training. Proof of training completion will be required when booking.

15. Renters shall, during the term of the rental, ensure all the fire exits of the said premises are kept open and free from obstructions.

16. The renter will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises, or which may make void or voidable any policy of insurance, but in such event the rentee shall thereupon pay to the Rural Municipality of Hunter River, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.

17. It is the responsibility of the renter to be aware of the equipment and supplies available at the facility as well as their location. After hours calls will be subject to a surcharge if a staff call-in is required.

18. Upon completion of activities, any supplies used are to be cleaned and returned to their proper places, tables cleaned off, tables and chairs stacked in the proper location, floor swept,

and garbage placed in garbage bin located outside of facility. When through, turn off lights in rental area, make sure toilets and sinks are not left running, close all windows, and ensure the rental premises are secure and locked on departure. Failure to do so will result in a $50 cleaning fee to be charged for the hall space, a $50 cleaning fee for the kitchen space and a $15 cleaning fee for the conference room.

19. Key(s) can be picked up at a prearranged time prior to the rental date at the Municipal office. The keys should be returned to the office within three business days or dropped in the library book drop.

20. Any deviation from the policies herein established shall be referred to the council for the Rural Municipality of Hunter River.

21. For assistance, please call the municipal office at 902-621-2170.

22. All soiled dishcloths and towels are to be put in a plastic bag and placed on the counter for pick up.

23. Any group or person that fails to provide complete and honest information in respect to their intended use will have their contract cancelled, and will lose all money on deposit. The Municipality reserves the right to cancel the contract at any time for any breach of a term of this contract.

By signing this document, electronically or physically, I am certifying that I have hereby read and understand all policies herein; agree to pay the rental fee as laid out by Hunter River Municipal Council and agree to abide by the above conditions.

_____ _____

Signature of Renter Date

Additional information:

- Are you requiring use of the kitchen? ☐ Yes ☐ No (Full use of the kitchen is an additional fee of $40.)
- Will alcohol be served or sold? ☐ Yes ☐ No (If so you will be required to obtain a permit from the PEI Liquor Control Commission.)
- Are you requiring set-up and tear-down of chairs and tables? ☐ Yes ☐ No (Set-up and tear-down is an additional fee of $75)