



COALHURST & DISTRICT COMMUNITY CENTRE

DONATION REQUEST/RENTAL AGREEMENT

NAME: _____ REPRESENTING: _____

ADDRESS: _____ PHONE: _____ BUS#: _____

CITY: _____ PROV: _____ POSTAL: _____

TYPE OF FUNCTION: _____

DATE OF FUNCTION: _____ TIME: _____

FEES

() Ted Eiriksson Room \$ _____

() Ted Eiriksson Room & Kitchen \$ _____

() Ron Coombes Room \$ _____

() Ron Coombes Room & Kitchen \$ _____

() Kitchen \$ _____

() Main Hall & Kitchen \$ _____

() Complete Centre \$ _____

GST \$ _____

DEPOSIT (Group & Organizations) **LETTER OF COMMITMENT**

BALANCE: \$ _____

As an officer of the above named group, or family member, on the date(s) and times indicated, I agree to the conditions for the use of the Coalhurst and District Community Centre as set out in the Town of Coalhurst Policy #74-02-04.

COALHURST & DISTRICT COMMUNITY CENTRE

LESSEE:

DATE: _____

DATE: _____

PLEASE MAKE CHEQUES PAYABLE TO **"TOWN OF COALHURST"**

Donation request approved: _____, Administrator

CONDITIONS OF USE

1. Use of facilities shall be confined to the area(s) stated on the application. All changes must be made through the Town Office.
2. The booking party must specify at the time of booking all facilities needed to conduct their activity. Additional facilities not requested may be refused.
3. Each group, or family, using the facilities shall name one person to be responsible, and this person must sign the rental agreement. Groups, or families, must supply adequate supervision while on Town property.
4. This contract sheet is not transferrable.
5. Groups, or families, serving or selling liquor shall be required to obtain the proper A.L.C.B. permit and be responsible to follow the regulations of the A.L.C.B. All liquor sales are to end at 1:00 a.m.
6. The booking party shall be responsible to provide their own liability insurance protection.
7. Groups or families receiving donated bookings are responsible for ensuring the facility is clean and in the same condition as when their booking commenced. If tables and/or chairs are moved, they are to be returned to the original placement.
8. Should there be any damage or breakage to the facilities and/or the contents, the booking party shall be responsible to pay for any repair or replacement costs and assume responsibility for the actions of the group or family
9. The Town reserves the right to cancel bookings.
10. All no shows (users who do not show up to use the facility they have booked) will be charged the regular rental rate. Suspensions of further bookings may also occur.
11. All bookings must be completed by 2:00 a.m. Any bookings exceeding the 2:00 a.m. deadline will be charged \$100.00 per hour or portion thereof. The additional fee will be billed to the group or family.
12. All doors must be kept closed.
13. Please remember you are in a residential area and we appreciate your cooperation of keeping the noise level to a minimum outside.
14. Concerns. Users who have a concern or question are requested to contact the Town Office at 381-3033

PLEASE READ THE ABOVE REGULATIONS CAREFULLY AND INITIAL TO SHOW YOU UNDERSTAND.

Renter

This personal information is being collected under the authority of the Town of Coalhurst for the donated usage of Town owned facilities. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Town of Coalhurst FOIP Coordinator at 381-3033.