

Saint-Antoine Community Centre

4556 Principale Street, Suite 200 • Saint-Antoine, NB E4V 1R3
Telephone: (506) 525-4020 • Fax: (506) 525-4027

Contract – Rental of the Saint-Antoine Community Centre

November 29, 2016

The Saint-Antoine Community Centre reserves the right to decline a reservation, subject to availability and nature of the activity.

To confirm a reservation, a non-refundable deposit of 50% is required. This amount will be deducted from the final invoice.

All food services can be provided by an independent caterer – **the caterer must present proof of insurance and a licence of operations to the Community Centre’s staff member at the time of the booking. The caterer must stay on location during the length of his service. The caterer is responsible for the preparation and storage of food, in conformity with the instructions provided by the Health Minister.**

The Saint-Antoine Community Centre holds a liquor licence. The Community Centre is responsible for the sale of alcohol and will be the only supplier of alcoholic beverages. No alcoholic beverages may exit or enter the Community Centre.

The client will be solely responsible for any damages that might occur during the rental period. **A security deposit of \$ 100 (half room) to \$150 (full room) is required 10 days before the event.** This deposit will be reimbursed fully or partially after the activity if the client meets the conditions listed in the rental policy document.

The Saint-Antoine Community Centre cannot be held responsible for any problems/incidents that might occur during a booking, with or without a catering service.

It is strictly forbidden to hang or stick anything to the walls of the Community Centre.

I have read and fully understand the conditions of the rental agreement of the Saint-Antoine Community Centre mentioned above and the rental policy. Initial: _____

Business/Organisation/Person: _____ Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Name of the event: _____

Date and time of the event: _____ From: _____ to _____

Date and time of the set up: _____ From: _____ to _____

Requests: _____

Client’s signature: _____ Date: _____

SECTION RESERVED FOR ADMINISTRATION

Additional services requested: _____

Rental cost: \$ _____

Deposit: \$ _____ (50% of rental cost) Paid (dd/mm/yyyy): _____

Security deposit (refundable): \$ _____ Paid (dd/mm/yyyy): _____

Balance owing: \$ _____ Paid (dd/mm/yyyy): _____

Saint-Antoine Community Centre staff member’s signature: _____

Saint-Antoine Community Centre

At any time, the amount of people in the Community Centre cannot exceed these numbers.

Half room (A or B)

Tables and chairs165 people
Chairs only.....265 people
Standing 500 people

Full room (A and B)

Tables and chairs330 people
Chairs only.....530 people
Standing 1000 people