

SAINT-ANTOINE COMMUNITY CENTRE

4556 PRINCIPALE STREET, SUITE 200 SAINT-ANTOINE, NB E4V 1R3

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RENTAL AGREEMENT

1. RENTAL CONDITIONS

- The tenant will only have access to the room at the times mentioned in his rental agreement. If the reservation is exceeded by more than 30 minutes, a minimum of two additional hours at the hourly rate of \$30/hour will be billed.
- No subletting is permitted.
- It is strictly forbidden to smoke, to hold a lit tobacco product, to inhale or exhale the vapor of an activated electronic cigarette, an activated water pipe or any other activated device containing a substance intended to be inhaled or exhaled on the premises or within 9 meters of any door, air inlet or window of the Community Center according to the Smoke-Free Places Act.
- It is prohibited at all times to consume and possess cannabis and its accessories inside the Community Center according to the Cannabis Regulation Act.
- It is strictly forbidden to park or leave a recreational vehicle of the motorized type, a trailer, a tent-trailer, a trailer converted into accommodation or any other vehicle incorporating a module intended for camping in the parking lot of the Community Centre.
- The holding of games of chance (bingo, 50/50 lottery, ace chase, poker tournament, etc.) is permitted on condition that a copy of the required lottery license is presented to the administration of the Community Center before the event takes place.
- The sale of objects, goods or services to the general public must be approved by the administration of the Community Center beforehand.
- Animals including pets, farm animals and exotic animals are not allowed to enter the Community Center without permission from the administration, unless they are accompanying a person requiring assistance help where proof will have to be provided to the administration.
- The tenant will ensure that an adult person aged 19 and over will take care of the supervision at all times and that all activities take place in a safe manner.
- It is forbidden to stay outside the Community Center (parking lot, entrances) and to make noise that could disturb the neighbors.

The Community Center of Saint-Antoine:

- Reserves the right to enter the rented premises and carry out surveillance at all times;
- Reserves the right to cancel a reservation at any time in the event of force majeure and urgent municipal needs without being held responsible for the claims caused by this cancellation;
- Reserves the right to refuse the rental of the room depending on the availability and the intended use;
- Can in no way be held responsible for any incidents/problems arising from a rental.

2. MAXIMUM CAPACITY

The Community Center has two large rooms (including the 12' x 90' foyer) that can be configured to accommodate the following maximum capacities:

Half-room (A or B – 45' x 50', ceiling varying from 11'5" to 14') *

Tables and chairs	165 people
Chairs	265 people
Standing	500 people

Large room (A and B – 90'x 50', ceiling varying from 11'5" to 14') *

Tables and chairs	330 people
Chairs	530 people
Standing	1000 people

***Depending on the type of activity and room plan**

Meeting room (12' x 18')

This room is ideal for meetings and workshops for small groups up to a maximum of 8 to 10 people.

Room capacity standards and Office of the Fire Marshal's standards must be adhered to.

3. DECOR, ASSEMBLY AND DISASSEMBLY

It is strictly forbidden for tenants to hang or stick anything on the walls and floors of the room. In the case of a rental of a half-room, it is possible to stick decoration to the wall which divides the two rooms only.

No (including but not limited to) tape, tack, staple, nail, pin, caulk or adhesive of any kind should be used on the walls, floor and ceiling. The following items are not permitted in the Community Center: confetti, smoke-producing equipment and any product that could cause damage. Candles are permitted on the tables provided they are floating in the water.

Assembly and disassembly time must be included in the rental period. If the room plan is provided in advance, the assembly of the room can be done by the administration before the arrival of the tenant. The tenant must make sure not to obstruct the emergency exits.

4. CLEANING

After their event, the tenant is responsible for removing all decorations and personal items from the building on the day of the event. All waste must be placed in garbage bags. The tenant is not responsible for removing garbage bags from the building.

Tables must be emptied of garbage, dishes, etc. Community Center tablecloths may remain on the tables. Renter is not responsible for picking up tables, stacking chairs or sweeping/washing floors. The cleaning of the kitchen is the responsibility of the tenant. The kitchen must be left in its original state.

5. FOOD AND ALCOHOL

It is allowed to bring food already prepared in the Community Center. A fridge, a microwave and a stove (for heating only) are available to tenants.

The tenant is free to choose a caterer. The latter must submit a copy of the permit with the Ministry of Health as well as proof of insurance no later than 10 days before the date of the event. The food must be prepared in its establishment in accordance with the directives issued by the Ministry of Health. He must remain on the premises for the duration of his service.

The Town of Champdoré has the license and responsibility for the sale of alcohol from the Community Center. All tenants requiring bar service must notify the administration in advance. No one is allowed to bring alcohol, purchased or homemade. No alcoholic beverages are permitted outside the Community Center. Employees have authority to enforce this policy and failure to do so may result in the bar being closed at their discretion.

6. PAYMENT TERMS

A non-refundable 50% deposit of the total rental cost is required to confirm a room reservation. This amount will be deducted from the total invoice. The total payment of the rental cost must be made by a check (in the name of the Town of Champdoré), by cash, by debit or by credit card (Visa, Mastercard) at the latest 10 days before the date of the activity. The floor plan must be confirmed at least 72 hours before the date of the activity.

Any rental request made 10 days before the scheduled date of the event will have to pay the total cost.

The Community Center reserves the right to add fees for additional services according to the needs and use of the tenant.

7. SECURITY DEPOSIT

A security deposit of \$100 (half room) and \$150 (full room) is required 10 days before the date of an event where bar service is required. This deposit will be refunded after the activity in full if the equipment, the kitchen and the rooms of the Community Center are in their original state and if the rental hours are respected.

In the event of breakage, theft or vandalism to the premises and equipment of the Community Centre, the administration will inform the tenant, carry out the necessary repair(s) and deduct the costs from the security deposit. If necessary, it will send an invoice to the tenant for the excess.

The renter will be responsible for all thefts and damages to the Community Center caused by the members of his group, the guests and the participants during the rental period.

8. PROVISIONAL RESERVATION

Any temporary rental will be held for a maximum of two weeks (14 days). If the signed rental agreement and deposit are not returned after two weeks (14 days), the rental will be considered canceled and no notice will be given.

9. RIGHT OF REFUSAL

Individuals, groups or organizations that have an overdue account from previous use of the facility will not be able to rent the Community Center.

Any activities promoting religious, political, racist ideology or a motorcycle gang will not be accepted at the Community Center.

Depending on the circumstances, the administration of the Community Center may refuse any rental or impose other conditions it deems necessary if the risks involved in a rental are high. Depending on the nature of the event, additional permits may be requested.

10. CANCELLATION

In the event of cancellation of the event, no refund will be returned less than 10 days before the date of the event, except the security deposit which will be refunded in full.

In the event that the administration of the Community Center must cancel the reservation or close the establishment for reasons beyond their control, the tenant will be refunded in full, including the security deposit.

Permission to use the Community Center may be revoked immediately if the terms of this policy have not been met.

TO BE COMPLETED BY THE TENANT			
Company/Organization:			
Contact person :			
Address :			
Telephone :		Fax :	
Email :			
EVENT			
Event name:			
HALL			
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> Big hall	<input type="checkbox"/> Meeting room
Date :		Hour :	
PACKAGES			
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	

I undertake to submit to the administration 10 days before the date of the event:

- payment in full (including the security deposit if applicable);
- the required permits (lottery, catering or other);
- the floor plan (required 72 hours before the date of the event).

By signing this form, I agree to abide by the terms of this contract, to notify staff immediately if I observe a dangerous situation, and to exercise caution during my event. I understand that the Town of Champdoré will decline all responsibility if I am injured by an accident of my own behavior.

The tenant agrees that, under the terms of this contract, the tenant, his guests and his suppliers agree to indemnify and hold harmless the Saint-Antoine Community Center and the Town of Champdoré from any damage in connection with the facility rental.

I, _____, have read, understand and accept the terms of this contract.

Signature: _____ Date: _____

SECTION RESERVED FOR ADMINISTRATION			
Total rental cost:			
Deposit (50%):		Paid (dd/mm/yyyy):	Initial :
Security deposit (refundable), if applicable:		Paid (dd/mm/yyyy):	Initial :
Balance (10 days before the date of the event):		Paid (dd/mm/yyyy):	Initial :
Security deposit refunded?		Date (dd/mm/yyyy):	Initial :
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If not why ?			
SERVICE/EQUIPMENT			
<input type="checkbox"/> Bar: From _____h to _____h	<input type="checkbox"/> Chairs :	<input type="checkbox"/> Tables : Rectangle : # _____ Round : # _____	<input type="checkbox"/> Tablecloths : Rectangle : # _____ Round : # _____
Signature of the administration:		Date :	