

# ECKVILLE COMMUNITY CENTRE RENTAL AGREEMENT

## INFORMATION:

Name of Renter: \_\_\_\_\_ Address: \_\_\_\_\_

Booking Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ Resident Of: \_\_\_\_\_

## EVENT RENTAL:

Wedding  Other  Funeral

\*We prefer that weddings be booked for weekends. Thank you!

## ROOM RENTAL:

Main Hall  Kitchen  Meeting Room

## OTHER INFORMATION:

Will alcohol be served?  Yes  No

\*Please provide proof of liquor license when able (either when making payments, booking or signing out keys)

Liquor License Obtained?  Yes  No

Set-Up Required by Caretaker?  Yes  No

\*Please make note of the fees for these services in the payment information below. Please ensure a copy is sent to our caretaker ([amanda.fenton@live.ca](mailto:amanda.fenton@live.ca)) as well. If you wish to have the caretaker clean during your rental, please arrange with our caretaker at least 5 days prior to your rental.

Take-Down Required by Caretaker?  Yes  No

## RENTAL INFORMATION:

<input type="checkbox"/> Booking Fee (\$100)	<input type="checkbox"/> Kitchen (\$157.50)	<input type="checkbox"/> Full Hall- <b>Other</b> (\$472.50)
<input type="checkbox"/> Damage Deposit (\$500)	<input type="checkbox"/> Outside BBQ (\$78.75)	<input type="checkbox"/> Weekend (\$682.50)
<input type="checkbox"/> Set-Up/Take-Down <b>Funeral</b> (\$250)	<input type="checkbox"/> Meeting Room (\$78.50)	<input type="checkbox"/> Weekend Fri-Sun (\$945)
<input type="checkbox"/> Set-Up <b>Other</b> (\$250)	<input type="checkbox"/> Meeting Room & Kitchen (\$183.50)	
<input type="checkbox"/> Take-Down <b>Other</b> (\$250)	<input type="checkbox"/> Full Hall- <b>Funeral</b> (\$315.00)	

\*The \$682.50 weekend rate is Fri @ 4pm-Sun @4pm. Cheques can be made out to Eckville Community Centre

## **ECKVILLE COMMUNITY CENTRE CONDITIONS OF USE**

1. Facility is not 'confirmed' until \$100 booking fee (where applicable) & signed rental agreement is received. Cheques can be made out to "Eckville Community Centre"
2. All rental fees and a \$500 damage must be paid PRIOR to receiving a key to the facility. Please consider this agreement as an invoice.
3. The renter & individual signing the agreement must agree to be responsible for, and to, pay on demand to the Eckville Community Centre when (a) all rent is payable and (b) any damage caused during rental period is against the building, its equipment, or its contents.
4. The Eckville Community Centre booking fee (\$100) will be reimbursed only if cancellation is made prior to four (4) weeks before the booking date. No refund will given on rental or deposit fees for cancellations that occur less than four (4) weeks before the booking date.
5. The damage deposit will not be released until the Eckville Community Centre facility is inspected by caretaker. This is to ensure there is no damage or missing items.
6. The loss of personal effects and injury to the renter(s) or third parties are not the responsibility of the Eckville Community Centre Board.
7. Only one key set will be given to renters. Key sets are to be returned immediately following the function using the 'After Hours Mail Slot' located to the left of the main door of the Eckville Town Office (5023 51 Ave) or the following Monday during their regular office hours (8:30-12, 1-4:30). Renter is responsible for cost of re-keying entire hall is keys are lost.
8. A list of the sound system inventory is attached to this agreement. If all items listed are not there upon your arrival, please contact the Town Office (403-746-2171) immediately. Caretaker will check these items when cleaning and if any items are missing or damaged, your damage deposit will not be returned and an extra \$500 fee will be charged.
9. The Eckville Community Centre Board reserves the right to arrange cancellation of any reserved times due to unavoidable circumstances. Every effort to reschedule will be made.
10. The renter hereby agrees to comply with, and be bound by, all rules and regulations of the Eckville Community Centre concerning the operation of the premises.
11. Applicant is responsible for all licenses, permits, and insurance where it is required. Please note, we do require proof of a liquor license before alcohol may be served at your event. If it is by renters' discretion to serve alcohol without proper pro-serve.
12. Groups renting the facility, have opportunity, provided the facility is not rented, to use the facility the evening before to set up and provided that the caretaker has sufficient time between rentals to clean the facility.
13. All cleanup is to be done immediately following the event unless prior arrangements have been made. These arrangements must be made at least five (5) days prior to the event. To make these arrangements, please call our caretaker @ (403) 601 0000.
14. Additional fees of \$100 per hour will be charged for any cleaning required in excess of five (5) hours.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\*Please ensure you have a copy of the cleanup checklist.

## ECKVILLE COMMUNITY CENTRE CLEAN-UP CHECKLIST

RENTER NAME: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_

- ALL alcohol must be removed from the facility at the end of the night/event. Under no circumstances shall it remain in the Community Centre overnight.
- Everything must be removed from coolers in the facility and coolers must be wiped out.
- All the dishware has been washed and returned to the appropriate cupboards.
- Decorations removed in full.
- Floors are swept (brooms & dust mops in furnace room).
- All table tops wiped, stacked on carts, and place neatly in storage room.
- Blue chairs stacked in groups of twelve (12) on black dollies and placed neatly in storage room. NO EXCEPTIONS. Black chairs placed in North meeting room.
- Garbage cans emptied and bags disposed of in outside dumpster. Key for dumpster is on key-ring.
- Counters wiped and sanitized.
- Coffee urns wiped and washed, place upside down in cabinet.
- Any large spills mopped up with plain cold water.
- Double check all water taps are turned off (no drips) and toilets flushed.
- All lights are turned off and doors are locked (all doors).
- Sound system turned off and accessories are returned to appropriate places.

FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS WILL RESULT IN A \$25 DEDUCTION/FAILURE TO COMPLY FROM DAMAGE DEPOSIT.

Additional Comments: \_\_\_\_\_

<b>GENERAL INVENTORY</b>	<b>QUANTITY</b>
Dinnerware/Utensils	Service for 500
100 Cup Coffee Urns	6
30 Cup Coffee Urns	2
Folding Rectangular Tables	41
Collapsible Rectangular Tables	10
Round folding tables	54
Blue stackable chairs	454
Black folding chairs	160
<b>SOUND SYSTEM INVENTORY</b>	<b>QUANTITY</b>
Wireless Mic	1
Wireless Mic Clip	1
25' Mic Cable	1
50' Mic Cable	1
Mic & Clip (w/ cord) in case	1
Plug-in for Light Controller	1
Light Controller	1
Mic Stands	2
XLR Adaptor	1
Projector Screen	1

## **WEBSITE**

- Check out our new website at:

<https://evcommunitycentre.wixsite.com/evcommunitycentre>

- Please don't hesitate to give us feedback via the 'Reviews' tab of our website! We strive to never stop improving and encourage you to let us know how we can help serve you better. Thank you!

## **ECKVILLE COMMUNITY CENTRE RULES & REGULATIONS**

- ALL Rental fees must be paid & Rental agreement filled out PRIOR to pick-up of keys
- NO Alcohol to be left on Community Centre premises overnight- NO EXCEPTIONS
- Please keep outside doors & windows closed when running A/C
- NO staples, tape, or tacks are to be used on the walls or floors
- NO tape, unless it is painters tape, may be used on the stage or main hall floor. As tape removes floor finish, please only use painters taper.
- Absolutely NO CONFETTI or RICE allowed anywhere in the building
- Tables are to be wiped and cleaned before being stacked and returned to the storage room
- Blue chairs are to be stacked 12 high on black dollies and placed back in storage room
- Large spills may be mopped with plain, cold & soapy water. No need to mop entire floor.
- TAKE OUT GARBAGE at the end of the night/day. Bags are to be tied and placed in the garbage bin on the North side of the building. DO NOT leave garbage anywhere in the facility at the end of the night. Please replace lid over garbage can.
- Please make sure all taps in kitchen, bar, and washrooms are TURNED OFF and that toilets in the washrooms are flushed.
- Please clean kitchen after function (no need to clean the floor). Dishes are to be done & put away accordingly. Counters to be wiped and ensure that oven & stove are OFF (please ensure flicker knob is completely off, we do not need gas leaks). Floor must be swept (not mopped). Any missing items from kitchen will be deducted from damage deposit.
- Coffee urns must be emptied, washed, and put away.
- Make sure to shut off the coolers in the kitchen & bar and return door opener (serving tray) to door to prevent smell and bacteria growth.
- Doors are to be locked & lights to be turned off.
- You are fully responsible for any damage to the Community Centre during your function.

## **OPERATING LIGHTING SYSTEM**

- Light Control Panel is located inside the drawer of the Sound System
- Light input control is located at the top of the stairs on the right hand side of the stage. Input will look like XLR mic jack, it is labelled 'Light Controller Input'
- Take the XLR Cable from sound cabinet drawer, plug one end into the input control on stage and the other end into Light Control Panel that is stored in the sound cabinet.
- Plug in control panel power cord, found also in the sound system drawer. You will know it is on when the lights of the control panel flicker on.
- Turn on fixtures, 1-5,
- Use your fader slides to adjust lights to desired brightness.

PLEASE DO NOT CHANGE ANY SETTINGS ON THE CONTROL PACKS HANGING BY THE LIGHTS

## **OPERATING SOUND SYSTEM**

- To power the sound system, unlock cabinet and the press white power button on the top left of the sound box.
- Wireless mics will be automatically connected, you only have to adjust the volume using the 'Wireless Mic' knob. Please ensure you have a spare AA battery for the handheld mic.
- A corded mic can be used using the inputs located on the left side of the sound box or using the input near the northwest door of the main hall. You can adjust volume appropriately using the labelled volume knobs.

- LTIBlox Adaptor can be used for a video projector, sound control, or a laptop.
- To use a MP3 or iPod, use the small 1/8" jack in the drawer labelled 'MP3/iPod'.
- Powering down the system is the same as powering on. PLEASE remember to lock the cabinet after use.