

THE OLDE FORGE COMMUNITY RESOURCE CENTRE ROOM RENTAL CONTRACT

Use of Rooms

1. Room capacity for the hall is 60 persons seated or 75 persons standing. Numbers must be monitored by the Person in Charge, as specified in the contract, and if the capacity is reached, additional participants must be turned away by the Person in Charge. If room capacity is exceeded, the permit will be cancelled and the group must shut down the event immediately. No refunds or credits will be given should this occur.
2. Patrons have access to rooms only for the times specified on the permit. Setup, clean-up and take-down must be done within permitted hours. The renter will be responsible for any overtime charges.
3. Requests for receiving or storing equipment must be specified in advance and approved by the Centre Director
4. Requests for special equipment, supplies or services must be made in the original "Request for Use of Meeting Room Space"
5. All bookings are subject to pre-emption for emergencies or unusual operating requirements. In this event, we will make every attempt to advise the group as soon as possible.

General requirements

1. The person named as “Person in Charge” must be present, available and able to carry out the responsibilities of the position. If this person is not able to continue his/her duties, a designate shall be provided and informed by the person in charge, in advance of the permit, of their responsibilities. Please identify to the staff on duty, the Person in Charge of the event.
2. The group is to give staff on duty their full cooperation and to take any direction as given.
3. Due to the confidential natures of information in our offices, access to parts of the building, other than the meeting room, the kitchen and the adjacent washrooms is not permitted. Failure to respect this term will result in immediate cancellation of the event with no refund or credit.
4. All groups are to keep the room(s) in a clean and safe condition during their use. Groups are responsible for their own set-up and take-down of tables and chairs. Tables and chairs are to be returned to their storage area against the wall or in designated cupboards, in a clean condition. All set-up and take-down must be done within the hours listed on the permit. Groups will be held financially responsible if additional cleaning is warranted.
5. Groups will be held financially responsible for any damages incurred during the rental period. A \$100 security deposit is required. The deposit will be refunded when the following terms are met;
 - a. The meeting room is left in a clean condition with tables wiped, folded down and put away, all stacking chairs returned to the storage cupboard, garbage pails emptied, floors free of debris and all decorations removed.
 - b. The kitchen, if used, is left in a clean condition with dishes washed and returned to cupboards, counters and stoves wiped, garbage emptied, food removed from fridge and premises, recycle bins emptied, if used.
 - c. All garbage must be removed from premises. Garbage may be disposed of in the exterior dumpster.
 - d. If a caterer is used, all food, equipment and supplies must be removed within the permitted times, unless other arrangements have been made with the Centre Director.
 - e. There is no damage to the property.

At the end of the booking, the person in charge of the event must meet with the staff on duty and verify the condition of the room(s). The staff member must sign off on the Security Deposit Refund Voucher, (Appendix B)

The deposit will be available for pickup on the first business day following the event.

6. No open flames are permitted in the building.
7. Any damage, breakage or unsafe conditions should be reported immediately to the front desk.

Arrivals and Departures

1. Please check in with the front desk when you arrive. Any questions or concerns should be addressed to the staff person located there.
2. When your activity is completed, please report to the office so that the staff can inspect the area permitted.
3. Please ask your guests to respect the neighbours and to make arrivals and departures as quiet as possible after dark.

Safety and Fire Exits

- 1) If the smoke alarm sounds, please clear the building quickly and only return to the building when notified by staff.
- 2) Please have a minimum on hand to assist every wheelchair user outside. If there are members of your group with special needs, please let us know so we may assist them to the best of our ability in an emergency situation.
- 3) All fire exits in each room are clearly marked. Please familiarize yourself with exit routes in advance.
- 4) First aid and help with emergencies is available at the front desk.
- 5) Children must be closely supervised at all times.

Agreement to Terms:

I, as the person in charge of the event, have read and understand and agree to comply with all the above information. Furthermore, I agree to take full responsibility for the group I am representing according to these regulations and guidelines.

Signature: _____ Date: _____

Centre Director: _____ Date: _____