

Rec Building Rental Agreement

This agreement shall be signed prior to renting the Westville Recreation Building (1759 Drummond Rd.)

Date & Time of Rental: _____

Name of Organization & Contact Person): _____

Mailing Address: _____

Phone Number: _____

Three business days prior to rental date, renter is required to pay rental fee and key deposit, sign waiver and rental agreement, and obtain key at Town Office. Renters are encouraged to obtain their own insurance. Cheques payable to the Town of Westville. It is the renter's responsibility to pay, sign the waiver, and obtain key two business days prior to event. No exceptions! No special arrangements will be made if renter fails to comply with booking procedure! The renter shall have access to the building on the date and time specified on the agreement only. To obtain access to the building at a time other than that specified, the renter must contact the Westville Town Office for availability.

The Renter shall **report any damages** to the building to the Recreation Office, and will be responsible for damages incurred while they are renting the building. **The last known renter of the building will be billed for damages.**

The Renter understands that the **Town of Westville and Westville Recreation accepts no responsibility for individuals injured, or property damaged or stolen while the Renter is using the building. It is the responsibility of the Renter to ensure the safety of its clients, their property, and the Recreation Building. A waiver is required and renters are encouraged to obtain their own insurance.**

The Renter understands that it is their responsibility to place their **garbage in the dumpster** outside the building and leave the building in the condition they found it in. The renter must ensure that all areas accessed during their rented time frame are cleaned to the conditions upon entrance when they leave. If adequate cleaning is not done, the renter will **be billed for the cleaning** that was required. **Tape and tacks are not permitted on the walls.** The Renter is responsible for ensuring the **doors are locked, windows closed, lights are turned off, and everyone is out of the building.** All equipment within the building is for use within the building only and will not be loaned or rented for outside use.

Cancellations must be made 1 week prior to event for refund (call the Westville Town Office to cancel, and submit your request in writing for refund to Westville Recreation, c/o Westville Town Office). In the event you are unable to use the building due to unforeseen circumstances such as snow storm, the Town Office must be notified the next business day and an alternate booking will be scheduled; no refunds. **Westville Recreation reserves the right to refund.**

If you have a booking question please call the Town Office. All other questions/concerns are to be directed to the Recreation Office by phone at 396-1500, fax at 396-1464, or email at Kristen.reed@westville.ca

For Emergencies after business hours, call the appropriate Emergency Numbers:

Police or Fire Emergencies 911

Police Inquiries After Hours: 396-4911

Public Works After Hours: 752-1941

No Pets, No Smoking, No Alcohol Permitted in Building at any Time

Keys must be returned to the Westville Town Office by 4:30 p.m. the business day following the rental. A \$20 key deposit is required at the time of rental, which will be refunded after the key is returned and the building is inspected by the janitor.

I agree to the terms of the Rental Agreement.

Signature: _____

I acknowledge receipt of key for the Recreation Building

Signature: _____

I acknowledge the return of the key for the Recreation Building

Signature: _____

Facility Rental Release and Waiver Form

Date of Rental: _____

Time of Rental: From _____ To _____

Responsible Party: _____ Phone # _____

Purpose of Rental: _____

Number of Participants: _____

Rental Fee: Date Paid _____ Cash _____ Cheque _____

Westville Recreation Centre Fire Marshall limit is _____

The responsible party/renter agrees to hold harmless the Westville Recreation Centre and its employees, the Recreation Committee, Town of Westville and its officials and employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises, and from the against all costs, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon and from and against any orders and/or judgments that may be entered therein.

The responsible party/renter further agrees to adhere to the rules and regulations of the Town of Westville and/or the Westville Recreation Centre and to be responsible for any damages to the property and/or facility that are results of any action (s) of the participants at the function for which the facility is rented. Any other rules which may apply will be listed in an addendum.

Renters of this facility are required to be 18 years or older, and are responsible for complying with all rules identified in the agreement and waiver.

Responsible Party/Renter

Date

Town of Westville Representative

Date