

## **Rules and regulations governing facility use**

### **CENTENNIAL HALL**

#### **Terms of rental**

- The individual signing the rental contract must be present throughout the rental period.
- The Lessee is not permitted to sublet any part of or all of the contract, to any person, company or association.
- The total payment must be received 10 working days prior to the rental date.
- A minimum rental period may apply.
- Rental period must include set-up, decoration, take down and clean-up by the Lessee.
- The building closing times must be respected.
- Lessees renting rooms in Centennial Hall have access to the ground floor only. Access to the basement, 2nd floor, and veranda is prohibited.
- Unless otherwise stipulated, the rental contract is for the room rental and includes only the tables and chairs contained therein.
- The Lessee may be responsible for the set-up and take down of chairs and tables and any other equipment required.
- The Lessee is permitted to use the kitchen and appliances where available but must leave the area clean after use.
- The Lessee must have his/her own insurance.
- The Lessee may use the dishes and cutlery on site, but it is preferable to bring their own. Tablecloths and napkins are not provided.
- The Lessee must respect all rules and regulations (see Rules and Regulations and By-laws governing Facility use).

#### **Fees and fines**

##### **Fees**

- Rental fee: The hourly rate charged for renting the facility.
- Minimum rental period of 3 hours.
- Security deposit: A \$200 security deposit is required for all social rentals. This is returned the week following the rental provided there were no damages as a result of the lessee's rental.
- Cleaning fee: Rentals may be subject to a \$100 cleaning surcharge/day.
- Monitor fee: the monitor fee is \$22 per hour.

## Fines

- Confetti or bubbles: \$50
- Damages: Fee based on the replacement cost of the damages.
- Late closing: 150% of hourly rate.

## Payment of fees

- An initial deposit of 20% of the total fee is payable on signing the contract. The total fee also includes the cleaning surcharge, if applicable.
- Final payment: The balance of payment is due 10 working days before the reservation date.
- Security deposit: Payable separately, by check, 10 working days before booking date.

## Cancellation policy

- A cancellation received between 7 and 30 business days prior to the reservation will be subject to forfeiture of the deposit paid.
- A cancellation received 6 business days or less before the reservation date will be liable for the full rental fee.