

Rules and regulations governing facility use

RECREATION CENTRE

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.
- Unless otherwise stipulated, the rental is for the indoor space only.
- 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 must supply his/her own dishes, cutlery, tablecloths, linen etc.
- The Lessee must respect all rules and regulations (see Rules and Regulations and By-laws governing Facility use).

Fees and fines

Fees

- Cleaning Fee: Friday, Saturday and Sunday rentals could be subject to a \$100 cleaning surcharge/day.

Fines

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

Payment of fees

- Occasional rentals must be paid in full no later than 10 working days before the rental date.

- Reservations will not be confirmed until full payment has been received.

Cancellation policy

- A cancellation received between 7 and 30 business days prior to the reservation will be subject to forfeiture of 20% of total cost of the reservation.
- A cancellation received 6 business days or less before the reservation date will be liable for the full rental fee.