



Puffin Centre Rental & Use Policies

1. Priority is given to Council's use of all Town-owned infrastructure.
2. The Town reserves the right to cancel any and all rentals. If the User misrepresents any information required of him or her by the Agreement, this Agreement will immediately be cancelled.
3. Full payment is due at the time of booking. Groups and associations that book weekly or monthly meeting may choose to pay via monthly post-dated cheques. An administration charge of \$35 is levied for NSF cheques, and future rentals may be cancelled by the Town.
4. A cleaning/damage deposit of \$250 must be deposited to the Town Office at the time of the booking. This amount will be held by the Town until the building has been inspected and it is confirmed that the User has fulfilled all the Terms of Agreement to the satisfaction of the Town.
5. Officially-rated groups and associations enjoy one free rental per week (for up to 3 hours), and rent the building for their regularly-scheduled weekly or monthly events at a 50% discount. Full price is charged for special events. Special rates are not available for fee-for-service programming.
6. Peak weekend times are booked according to the following schedule & cannot be reserved weekly or monthly
 - Fridays 1pm to 4pm
 - Saturdays 1pm to 4pm
 - Sundays 9:00am to 12:59am
 - Saturdays 9am to 11:59am
 - Saturdays 5pm to Sunday 8am
 - Sundays 1pm to 4pm
7. The User may not enter the rental space before the agreed upon time. When booking the building for an event, groups and individuals should include the time it will take to set up decorations and to clean up afterwards.
8. A booking may be cancelled at no cost by notifying the Town at least 7 days before the Rental Date. If the User cancels this agreement by the stated time, the Town will refund to all monies paid for the Rental. If the Applicant does not cancel this agreement by or before the stated time, the Applicant will forfeit all monies already paid.
9. The User is responsible to ensure that attendance at the event does not exceed the maximum number of people allowed in the rental space according to the Fire Commissioner, which is specified on the facility permit. A violation of this limit will result in the immediate cancellation of this Agreement.
10. The User may decorate the floors, walls and ceilings of the rental space, provided the decorations do not mark or damage those surfaces. The User must remove all decorations at the end of rental. Groups and individuals must leave the building clean and restored to the original condition in which it was found. All furniture/equipment must be returned to its original place. A fee of \$100 per hour will be charged for cleaning services.
11. Liquor may not be served at any function in the Centre without a liquor license. Users must obtain their own liquor license and present it to the Town Office prior to the event. Liquor is to be distributed & consumed only in the areas stipulated, and no liquor is to be served after the time indicated on the permit. Users must comply with all conditions appearing on the liquor License. User must post the liquor license in a conspicuous location in the rental space.
12. There is to be no smoking in or around town-owned buildings or recreation grounds.
13. The User is responsible for obtaining its own liability insurance. The Town of Witless Bay will not be liable for any loss or damage to any property of any participant in the rental, or for any injury to any participant, resulting from any cause whatsoever except the willful misconduct or negligence of representatives, agents or employees of the Town.
14. Buildings owned by the Town of Witless Bay are shared and publicly funded community assets. The use of Town-owned infrastructure must reflect this fact. Users of the building must comply with all applicable Town By-Laws and Federal and Provincial legislation, including the NL Human Rights Act, which prohibits discriminatory conduct.



Puffin Centre Rental Agreement

Between the Town of Witless Bay and

Person or Group Renting: _____

Contact name: _____

Phone #: _____ ; _____ Email: _____

Mailing Address: _____

The User is requesting the use of the Puffin Centre for

Date of the event: _____

Between the hours of: _____ and _____

Description of the event: _____

FEE SCHEDULE

- \$100 for the first three hours, and \$50/hour thereafter.
- \$200 Full evening rental (from 5pm to 8am the next morning)
- \$300 Full day rate (from 9am to 8am the next morning)

CONDITIONS

1. *The User has read the Community Recreation Centre Rental and Use Policies and agrees to abide by them.*
2. *The User has paid the Town the required deposit.*
3. *The User (or his/her representative: _____) will be present throughout the event.*

Signed at _____

Date: _____

Signature of Applicant

Witness