

ELTON COMMUNITY CENTER RENTAL AGREEMENT

The renter(s) are responsible for all set up and cleaning as well as the conduct and supervision of all persons admitted to the Community Center.

RENTAL RATES:

Hall Rental - Members and Ratepayers: \$25.00/hr
Non-members and General: \$50.00/hr

Ice Rental - Members and Ratepayers: \$75.00/hr
Non-members and General: \$100.00/hr

No access will be given to the canteen area

CLEANING

Tables and chairs wiped and put back as found; any wet or dry spills need to be cleaned up and the main event area is to be swept and mopped. The kitchen area must be swept and mopped; all countertops in kitchen must be properly cleaned and stove must be cleaned if used. If using ECC cutlery and dishes, they must be washed, dried and returned to its proper place. All garbage is to be placed in provided garbage bags and taken for disposal.

Our ECC board will evaluate the centers condition before and after the event to determine if any extra cleaning will need to be done. We are proud to provide our facility in as clean and sterile condition as possible.

Smoking is not permitted.

DECORATIONS:

Decorations may be temporarily fixed to walls, floors or ceiling. However, under no circumstances are holes permitted in walls or ceiling. The renter is responsible for any loss or damage to the Community Center or its contents, including paint removal as a result of tape removal.

ALCOHOL:

Alcohol is not permitted for any rentals.

CAPACITY:

Downstairs capacity is 50 people and upstairs capacity is 50 people for total capacity of 100.

this does not include ice surface CONTACT AND BOOKINGS :

Please contact Kelly @ eltoncommunitycenter@gmail.com or 204-724-9536

ELTON COMMUNITY CENTER RENTAL AGREEMENT

Type of Event and/or Group this rental is for:

Contact Phone #: _____ Email: _____

Full Name of Renter Responsible for Event (Print): _____

Address:

Estimated Attendance: _____

Agreed Rental Date(s) and time frame:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

RENTAL(S) COST (ALL EVENTS) = \$ _____

All payments are to be made to the ELTON COMMUNITY CENTER and are due on or before the event. Payments by cash or cheque will be accepted.

The Renter(s) are responsible to review and follow all current Manitoba Public Health Orders and furthermore indemnify the RM if the applicant is inspected and fined for being in contravention of any of the current Public Health Orders pertaining to hosting of the event and guests in attendance.

_____ Date: _____

Signature of Renter Responsible for Event

FOR ECC OFFICE USE ONLY:

Booking Confirmed by: _____ on date of _____

Rental Cost \$ _____

Date of Inspection: _____ Completed by: _____

Details: _____

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Cleaning Checklist:

Tables & chairs damp wiped and stacked by east wall Wet or dry spills

need to be cleaned up All floors must be swept and if required, mopped

- If using kitchen area, floor must be cleaned and mopped If soiled, carpet on stairs to be vacuumed
- Dish towels are for dishes and cutlery only. Please do not use as cleaning rags All work surfaces in kitchen to be cleaned and sanitized If applicable, all dishes and cutlery must be washed and put away Coffee urns must be emptied, washed & dried with paper towel. Lids left ajar Coffee grounds in garbage, never down sink drain
- No excess food, sauces or fat put down drains. Put in self provided containers and garbage
- Take your food from refrigerators and freezers and remove from premises
- All garbage in bags, any cardboard collected and taken to landfill site for disposal. Please make use of our recycling bins for any recyclables Please put everything back where you found it.

Closing up Checklist:

- Ensure all elements and ovens are turned off Bathroom lights turned off
- All inside lights turned off Ensure all doors are locked



THIS AGREEMENT made this _____ day of _____

BETWEEN: _____
 (hereinafter called the **Applicant**)

-and-

The Rural Municipality of
Elton (hereinafter called the
RM)

Address: _____

Phone: _____

E-mail: _____

WHEREAS, the applicant has been afforded the privilege of using the Elton Community Center in Forrest, Manitoba for the following:

Group Name & Event

to be held on _____

Event Date(s)

Access to the E.C.C for the event(s) shall begin at _____ and end at _____

NOW, THEREFORE, in consideration of the granting and exercising of the above mentioned privilege, the

Applicant does hereby agree:

- 1) to be liable for any damages incurred to the structure of the building, to any contents therein, the RM property, or any guests at the event if an injury occurs while occupying RM property;
- 2) to indemnify and save harmless The Rural Municipality of Elton from all claims, suits, actions, causes of action of every kind that may be brought against the RM, its servants, or agents, including solicitor costs, by reason of or arising out of the granting of this agreement in relation to the use of the building, including entrance ways or anywhere on the grounds surrounding the building, for the purpose as set out herein;
- 3) not to charge admission for entry into the Elton Community Center to attend the function;
- 4) not to bring alcohol into the building or onto the grounds surrounding the building to be consumed therein or thereon, before, during or after the event;
- 5) if applicable, to provide payment in accordance with the fees set out in Rental Agreement hereto and to make such payment payable to the Elton Community Center or its designate **prior** to the date of the event. Reservations shall not be considered final until payment is received. Said fees shall cover the cost for security during the use of the building, set-up, and cleaning of the building immediately following the event, provided such services are required;

The Rural Municipality of Elton:

1) reserves the right to terminate this agreement at any time for good and valid reason, and in so doing will reimburse any fees paid by the Applicant.

IN WITNESS WHEREOF the Applicant has signed his or her signature as duly witnessed below and the RM has duly attested to by the hands of its proper signing officers in that behalf this day and year first above written.

Applicant

Name

Printed

SIGNED, } in the presence of }
 }
 }

Witness

The Rural Municipality of Elton:

E.C.C Board Member

