



FACILITY USE AGREEMENT - PART I

USER: _____ Individual ____ Business ____ Group ____

Contact: _____

Address: _____ Tel: _____

Fax: _____

E-mail: _____

SINGLE BOOKING: ____ Yes ____ No

If Yes, Date of Function: _____

Time of Function: From: _____ To: _____

Details: _____

Estimated Attendance: _____ Admission Charged? ____ Yes ____ No

SERIES BOOKING: ____ Yes ____ No

Dates of Functions: _____

Details: _____

Time of Function: From: _____ To: _____

Estimated Attendance: _____ Admission Charged? ____ Yes ____ No

SERVICES REQUIRED:

Food Service: ____ Please arrange with caterer and advise. For self-catered functions, the Village Office will contact a Kitchen Supervisor. There is a daily fee for a Kitchen Supervisor. The kitchen must be cleaned and vacated prior to 11:00 p.m. on the day of the event.

Caterers: _____

Bar/Bar License: ____ Please arrange with Fire Dept. or Lions Club, giving 30 days notice, and advise the Village Office

Name of Bar Chairperson for: Lions Club _____

Fire Department _____

Cleaning: If the caterer and/or user do not want to do the set-up; clean and put away tables and chairs; and sweep the floor after the event, the Village Custodian may be hired for a fee.

INFORMATION FOR USERS:

Auditorium Equipment: Tables, chairs, PA system, podium, piano, and stage. NOTE: The use of nails, tape, tacks, and staples on the walls are not permitted when decorating for a function.

Capacity: In accordance with fire regulations, the maximum occupant load of the Community Centre is as per Part III of the Facility Use Agreement. NOTE: The occupant load may be more restricted depending upon the set-up of the rooms; e.g. tables and/or chairs.

Access: There is an elevator serving all levels of the Community Centre.

FEES: ____ Yes ____ No If No, reason: _____

Fees are in accordance with Schedule "C" of the By-Laws of the Port Williams Community Centre.

FACILITIES REQUIRED:

Auditorium _____ Kitchen _____ Kitchen Supervisor _____

Multi-Purpose Room _____ Kitchenette _____ Key/Damage Deposit _____

Youth Room _____ Other _____

TOTAL: _____ **PAID:** _____ **BALANCE:** _____

*Please make cheques payable to the Village of Port Williams and forward to the Village Office

Signature of User/Contact _____ Date _____

Signature of Village Admin _____ Date _____



Port Williams Village Commission Community Centre

FACILITY USE AGREEMENT - PART II

The Village of Port Williams is not responsible for items/equipment left on the premises before or after the function.

For non-bar and non-catered functions, the User is responsible for lock-up, turning off heat and lights.

The Nova Scotia Alcohol and Gaming Division permits no alcoholic beverages beyond the Auditorium or Multi-Purpose Room or outside the building.

Smoking is not permitted within the building or within 4 metres of windows and entrances.

I/we agree to park in the west parking lot at the rear of the building.

In keeping with standard Fire Regulations, I/we agree to keep the area in front of the Fire Department garage doors clear at all times during and related to the function.

During the open hours of the Port Williams Library (see signs posted at front of Community Centre), I/we agree to refrain from making excessive noise by running, dropping tables and chairs, playing loud music, or any other unnecessary activity during the set-up for the function covered by this form. It should be noted that the parking area adjacent to the Library is for Library patrons only.

The Village reserves the right to cancel any facility rental either prior to or during such rental and/or order all persons out or off of any part of the facility or associated areas due to an operational concern, emergency, or failure of the User to comply with the rental terms. The User will be responsible for any part of the rental fee that the Village, in its sole discretion, deems payable. The Village is not responsible for any damages sustained by the User as a result of the cancellation.

The Village is not responsible, nor liable in any way, for any damage, loss or injury to any property or any personal injury or death to any person arising in any manner whatsoever from the use of any facility or associated area or any accessories, and the User indemnifies the Village against all claims relating in any manner to such damage, loss, or personal injury or death.

I/we agree to make restitution for any damages incurred to the Community Centre or to any equipment during the event being booked by this Facility Use Agreement.

The User must abide by all By-Laws, policies, rules, and regulations of the Village of Port Williams.

The User must not do or omit to do or allow anything to be done or committed which will impair or invalidate the obligation of any insurance policy effective by the Village.

The Village reserves the right to refuse to rent any facility for any reason.

The Facility Use Form constitutes the entire agreement between the Village and the User. There is no condition precedent or warranty of any nature, and no warranty or covenant collateral to the agreement. The agreement cannot be modified or amended except by written instrument signed by both the Village and the User.

Signature of User/Contact _____ Date _____

Signature of Village Admin _____ Date _____