

**FACILITY RENTAL CONTRACT**

**DEPARTMENT of COMMUNITY DEVELOPMENT**

**USER CONTACT INFORMATION**

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Facility Requested to be Rented: \_\_\_\_\_

Date and Time Requested: \_\_\_\_\_

**Booking:** Contact the Department Coordinator at (902)538-8068 extension 8616 to book a facility. Pre-existing long term rentals with user groups in good standing will be given priority.

**Please Note:**

\*\* All rental fees must be paid at time of booking.

\*\* User groups must provide proof of commercial general liability insurance

**Facility keys:** (for user groups in good standing and for bookings outside of normal business hours). Facility rentals of the Gym and Carol's Place will be issued a key. The key is to be returned to the Department before noon the next business day.

**There is a drop-box located on the front of Town Hall where the key can be deposited outside of regular office hours.**

Note: the key must be picked up during business hours (8:30 AM -4:30 PM Monday-Friday)

**RULES AND REGULATIONS**

The following rules and regulations are to be followed or an additional fee will be charged to cover costs incurred:

1. All booking requests are subject to the Department Coordinator approval. Based on availability, program offering supports and demand of the facility within our community.
2. All user groups will be billed for the time that is booked. If a user group has the facility booked for a certain time and date, it is the responsibility of that group to notify the Department Coordinator of any cancellations. Notification must be made 1 week prior to the date of the scheduled time, unless the cancellation occurs due to weather conditions, or on a weekend. In this case, the Department Coordinator should be notified as soon as possible.
3. Any damage to the facility must be reported to the Department Coordinator as soon as possible. User groups will be liable for any damage to the facility and equipment and will be invoiced the cost of repairs by the Department.
4. **Outdoor shoes are not to be worn in the gym; clean indoor shoes are required.**
5. **User groups are responsible for routine cleanliness of the rented facility, including any sweeping, garbage pick-up, or tidying up before leaving.**
6. Equipment rooms and cupboards are off limits and are not included in the booking. If specific equipment is required please notify Town staff.

7. There is to be no food or drink in the gymnasium with the exception of water in non-glass bottles.
8. If you are using our multi-purpose room and serving food, please consider that the Town of Berwick has adopted a Healthy Food Environment Policy. We encourage you to follow the policy by offering healthy foods at your event. For more information and/or ideas on healthy items to serve please contact the Department (contact info below).
9. Alcoholic beverages are not permitted.
10. **Please ensure all doors are locked and lights turned off at the end of your booking.**
11. Keys must be returned to the Department before noon the next business day.

The Department encourages communication with user groups. If you have any questions or concerns, please do not hesitate to contact the Department at 902-538-8068 extension 8616.

I have read and understand all rules and regulations stated within this document.

\_\_\_\_\_  
**Authorized Rental User (please print):**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Rental User (signature)**

\_\_\_\_\_  
**Department Representative**

\_\_\_\_\_  
**Date**

OFFICE USE ONLY: Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Cheque: \_\_\_\_\_ Receipt

#: \_\_\_\_\_

**FACILITY FEES AND DEPOSITS**

All Authorized Users Must Sign a Rental Agreement prior to use.

<b>Facility / Location</b>	<b>Fee Structure</b>	<b>Fee</b>	<b>Notes</b>
Town Hall Gym	Full day	\$175	8+ hours is a full day.
	Hourly Rental	\$30	
	Drop In	\$5	1 hour max. Fee is charged per person within normal business hours. *Subject to other bookings.
Town Hall Multi-Purpose Room	Full Day	\$100	8+ hours is a full day.
	Hourly Rental	\$ 20	
Council Chambers	Full day	\$110	Fees will be waived for non-profit organizations with a public service mandate.
	Hourly Rental	\$35	
Carol's Place	Hourly Rental	\$30	Berwick Recreation programs have first priority. This space <b>will not</b> be rented for birthday parties.
Centennial Park Gazebo	Hourly Rental	\$25	The park remains a public space.
Ball Fields	Per game (1.5-hour slot)	\$25	Fee is applied to single game rentals only. Flat rate will be applied to ongoing rentals.
	Tournaments (full day)	\$60	Maintenance of field and lights.
	Season flat rate (1 game played per week <b>not</b> using lights)	\$200	
	Season flat rate (1 game played per week <b>with</b> lights)	\$400	

**Additional Information**

**Town Hall Gym** - The Gymnasium Capacities – 300 people.

**Multi-Purpose Room** - Capacities - 52 People with the chairs and tables

**Council Chambers** – Capacities- 30 people . Organizations that are exempt from billing are AVRL, RCMP, Valley Waste and Kings Transit. Committees that Town Staff sit on also have access to this facility at no cost.

**Carols Place** – Capacities- 35 people. Town of Berwick programs have first priority. There is access to WI-FI/ TV/ Projector as well as chairs and tables.

**Tennis Courts** - Tennis courts will be available May – Thanksgiving and will be unlocked daily from 8:30 AM – 9:00 PM. A schedule will be posted on the fencing at the doors and on the Town’s website.

**Ball Fields** - All tournament bookings need to be confirmed with the department by June 1 to ensure that there are no scheduling conflicts. Public Works and Parks will support the department with field maintenance and lining based on the set schedule for the season.

**Commercial General Liability Insurance**

User groups are to supply Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Nova Scotia. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$1,000,000/occurrence with an aggregate of not less than \$1,000,000
- (b) Add the Town of Berwick as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Owners and Contractors Protective
- (i) The policy shall provide 30 days prior notice of cancellation.

**\*\* Proof of Insurance is required at least 10 days before the event.**