

THE MUNICIPALITY OF MACHIN
EAGLE RIVER RECREATION CENTRE

HALL RENTAL CONTRACT/AGREEMENT

BETWEEN The Municipality of Machin and _____
Name of Organization or Individual

The following is a list of agreed upon rates and conditions between the Municipality of Machin and the party who is renting the facility (Eagle River Recreation Centre).

Use of Hall and Fees

- Weddings, dances/socials \$200.00 Date of Event_____ (includes kitchen)
- Gym Rental \$15.00/hr Date of Event_____ or \$35.00 for 3-hour rental
- Kitchen Full Use \$35.00 Date of Event_____ or Ovens \$20.00 Dishes \$10.00 Coffee Pot \$ 5.00
- Upstairs \$15.00/hr Date of Event_____ Or \$35.00 for 3-hour rental

It is the responsibility of the **renter** to obtain a Party, Alcohol and Liability Insurance Policy (PAL) if a Liquor Licence/Permit is obtained and alcohol is being served on the premises of the Eagle River Recreation Centre. The policy can be obtained from any Insurance Agency. It is also the responsibility of the **renter** to ensure compliance of the **non-smoking policy** that governs the Eagle River Recreation Centre while under contract as per this agreement.

Rent is to be paid to the Municipal Office and the key for the hall will be maintained by the Municipal Office. Conditions/responsibilities are accepted by the **renter** as follows:

- ✓ **A damage deposit of \$100.00 is required. THIS DEPOSIT MUST BE PAID BEFORE THE HALL IS RELEASED FOR THE FUNCTION. If damage occurs, the amount will be deducted from the \$100.00 and the balance refunded. If damages are in excess of \$100.00, extra charges will be added.**
- ✓ **An additional \$50.00 will be charged if Hall is not left clean and garbage removed.**

I, the Renter, agree to all conditions as outlined in this contract for the use of the Eagle River Recreation Centre.

Legal Signature of Renter or Representative of Organization

Date

Please Print Name

Eagle River Recreation Centre Rental Guidelines

Kitchen:

- wipe counters
- remove any food that is yours from the fridge
- bag the garbage and place in bin outside the hall (door by back stairs, bin is to the left of it)

PLEASE ENSURE THE FOLLOWING ARE TURNED OFF:

- | | |
|--------------|----------------|
| - dishwasher | - coffee pots |
| - ovens | - large cooler |

General:

- We ask that the hall is left as it was before the rental
- The caretaker washes the floors, but appreciates large spills being wiped up if they occur
- Please wipe table tops prior to storing. Store with legs toward the back wall
- Chairs are best stacked 8-10 to a stack

BEFORE LEAVING HALL, PLEASE CHECK:

1. Bathrooms: taps are off, no water is running in toilets
2. Heat is turned to 15· degrees Celsius
3. Lights are turned off
4. Doors are locked (bolts on back doors)

If you have any problems or questions, please contact the Municipal Office at 227-2633