



TOWN OF POUCH COVE

660 Main Road
PO Box 59
Pouch Cove, NL
A0A 3L0

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info@pouchcove.ca
www.pouchcove.ca

FACILITY RENTAL AGREEMENT

FACILITY INFORMATION

- FACILITY:
- STILES COVE CHALET ONLY
 - SILVER THREADS BUILDING
 - STILES COVE SOFTBALL FIELD (INCLUDES USE OF CHALET)
 - MEMORIAL SOFTBALL FIELD (INCLUDES USE OF CHALET)

USER INFORMATION

- USAGE:
- ONE TIME USE DATE(S) REQUESTED: _____
TIME(S) REQUESTED: _____
 - SEASONAL USE DATE RANGE: _____
DAY/TIMES REQUESTED: _____

- GROUP NAME: _____
- CONTACT NAME: _____
- CONTACT PHONE: _____
- CONTACT EMAIL: _____
- PURPOSE OF RENTAL: _____

AGREEMENT

THE TOWN HEREBY RESERVES THE RIGHT TO ENTER THE FACILITY AT ANY TIME DURING A RENTAL EVENT AND MAY TAKE SUCH ACTION OR ACTIONS AS THEY DEEM NECESSARY TO ENSURE COMPLIANCE WITH THE TERMS HEREIN.
SIGNATURE OF PERSON RENTING STATING YOU HAVE READ THIS AGREEMENT (2 PAGES) AND UNDERSTAND AND AGREE TO THE GENERAL RULES & INFORMATION.

- PRINT NAME: _____
- SIGNATURE: _____
- DATE: _____

FOR AFTER HOURS CONCERNS OR PROBLEMS, PLEASE CALL OR TEXT (709) 699-8696

KEY NUMBER

- KEY PICKED UP: DATE: _____
- KEY RETURNED: DATE: _____

GENERAL RULES & INFORMATION *Please read carefully as you are abiding to all Terms and Conditions of your rental.*

1. You are only permitted in the facility during the time indicated above.
2. For weekend rentals, keys are to be picked up on Friday by 3:00pm, if Friday is a Municipal Holiday, pick up time is Thursday by 3:00pm. For Monday to Thursday rentals keys must be picked up by 3:00pm on the day of the Rental. If your key is not picked up, your rental will be cancelled and no refunds will be given.
3. Please refrain from using tacks, tape or other means of affixing decorations that may damage surfaces to which they are applied. Green painters' tape is acceptable.
4. Candles are permitted **for birthday cakes only** and must not be left unattended.
5. The Town Council of Pouch Cove, shall not be held liable for the damage or loss of property, life or harm from the person, group or attendants renting/using the facility. The person/group renting is responsible for your attendants and ensuring safety.
6. The person/organization renting the facility is responsible for setting-up and putting away all tables and chairs and must ensure that the facility is cleared of all garbage. Bags of garbage must be placed in the garbage box located in the parking lot. ALL food, beverages and decorations are removed from the premises at the end of the event. **Any items left at the facilities will be discarded.**
7. When using tables and chairs, please lift these items off the floors when moving them to avoid drag marks or scratches to the floor, ensure table and chair legs are locked into position during set-up, and wipe clean all tables and chairs after use. Please ensure tables and chairs are properly stored after use.
8. Please note that clean up and/or damage fees may be levied against the person/group renting.
9. Any damage to the premises is to be reported to the town hall immediately.
10. The person/group renting is responsible for ensuring all doors are **closed and locked** and the keys to the Facility returned to the Town Hall within one week of the rental. *If keys are not returned, the person/group renting may be responsible for the cost of replacing keys/locks for the building.*
11. Leagues renting the facility on a seasonal basis must hold their own league insurance. A copy of proof of insurance will be required upon rental request.
12. **COVID-19** - For the health and safety of users it is recommended that users disinfect/sanitize all contact surfaces of the facility before, during, and after use. Users are required to bring their own disinfection/sanitizing supplies. Users are not permitted to enter the facility if they are experiencing symptoms of COVID-19 (including cough, shortness of breath, headache, fever, sore throat, diarrhea and/or vomiting), have a confirmed or suspected case of COVID-19, or have come in contact in the last fourteen (14) days with a person who has been confirmed or suspected of COVID-19.
13. **EMERGENCY AND SAFETY** - Upon arrival, please note the locations of all fire extinguishers and emergency exits. Upon Discovery of a fire, remain calm and close all doors as you exit. Call 911 & leave the premises immediately. For after hours concerns or problems, please call or text (709) 699-8696.
14. **PAYMENT** - Payment for rentals must be made within one (1) week of booking a Town Facility. Refunds will not be given within one (1) week of the scheduled booking. For pricing information, please contact the Town Office
15. **FOR ALCOHOL RELATED FUNCTIONS** - Picture ID must be provided with this rental form and must match the name and address of the primary contact – please attach a legible photocopy.

Depending upon the nature of the event being planned, the following items may be required. Please provide legible photocopies of the following at least two weeks prior to the event:

- Vendor/Event Permit issued by the Chief Administrative Officer of the Town of Pouch Cove. This approval process may take several weeks and may require additional information based on the nature of the event.
- Special Events Permit from the Newfoundland and Labrador Liquor Corporation ("NLC"). It is up to renters to obtain the necessary permits regarding the provision of alcohol.
- All community groups and those renting for fundraisers must provide a copy of insurance
- NO ALCOHOL is permitted on or about the premises without a Special Events License from the Newfoundland Labrador Liquor Corporation.

You must be 19 years of age or older to apply for, organize or attend events at which alcohol will be served. Plastic cups or canned beverages are to be used for the service of alcohol or any other beverage. All alcohol is to be stored in the kitchen or a designated bar area.

FACILITY RENTAL COSTS	Stiles Cove Chalet Only	\$25 per hour
	Stiles Cove Softball Field (Includes Use of Chalet)	\$275 (Friday 6:00pm-Sunday 1:00pm)
	Memorial Softball Field (Includes Use of Chalet)	\$225 (Friday 6:00pm-Sunday 1:00pm)
	Silver Threads Building	\$10 per hour