



**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. For tournaments, it is required that the renter must obtain their own insurance for the event.
12. **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 (709)335-2848 EXT 660.
13. **Insurance:** All community groups and those renting a facility for fundraisers or events must provide a copy of Commercial General Liability Insurance. If the group does not have a CGL, an additional fee will be applied to the rental costs.
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 a facility for fundraisers or events must provide a copy of Commercial General Liability Insurance. If the group does not have a CGL, an additional fee will be applied to the rental costs.
  - 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.

<b>FACILITY RENTAL COSTS</b>	Stiles Cove Chalet Only	\$35 per hour
	Stiles Cove Softball Field (Includes Use of Chalet)	\$300 (Friday 6:00pm-Sunday 1:00pm)
	Memorial Softball Field (Includes Use of Chalet)	\$250 (Friday 6:00pm-Sunday 1:00pm)
	Silver Threads Building	\$15 per hour
	Memorial Chalet Only	\$10 per hour

<b>KEY NUMBER</b>

**KEY PICKED UP:**  **DATE:** \_\_\_\_\_

**KEY RETURNED:**  **DATE:** \_\_\_\_\_