



Town of Flatrock

Facility Rental Agreement

663 Wind Gap Road
Flatrock, NL A1K 1C7
(709)437-6312 (p)
(709)437-6311 (f)
info@townofflatrock.com

FACILITY INFORMATION

FACILITY: Red Head Recreation Chalet Flatrock Community Centre
 SOFTBALL FIELD Other: _____

USER INFORMATION

USAGE: ONE TIME USE TIME REQUESTED _____
 SEASONAL USE TIME REQUESTED _____

GROUP NAME: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

PURPOSE OF RENTAL: _____

Credit Card for Key
Deposit:

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 AND UNDERSTAND AND AGREE WHAT YOU HAVE READ.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

FOR AFTER HOURS CONCERNS OR PROBLEMS, PLEASE CALL OR TEXT (709) 685-2627

KEY NUMBER

KEY PICKED UP: DATE: _____

KEY RETURNED: DATE: _____

GENERAL 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 3:30pm, if Friday is a Municipal Holiday, pick up time is Thursday by 3:30pm. For Monday to Thursday rentals keys must be picked up by 3:30pm 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. Damage to surfaces will be charged to the renter.** Green painters' tape is acceptable.
4. The Town Council of Flatrock, 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.
5. Any items left at the facilities will be discarded.
6. Please note that clean up and/or damage fees may be levied against the person/group renting.
7. Any damage to the premises is to be reported to the town hall immediately.
8. 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 following the rental. If keys are not returned, the person/group renting will be charged \$150.00 for the locks to be changed.
9. 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.
10. **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) 682-2627.
11. **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.
12. **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:
 - Event Permit issued by the Town.
 - 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.