CARMAN ACTIVE LIVING CENTRE INC.

47 Ed Belfour Drive - Box 2224 Carman, MB ROG OJO
Phone 745-2356 Fax 745-6611 email carmanalc@gmail.com

FRIENDSHIP ROOM

RENTAL AGREEMENT and INVOICE

Name of Organization_____

Date of Event _____Hours of use_____

Purpose of rental_____Contact person_____

Fax #_____Phone number_____

Email address_____

Number of people expected_____ Lunch Y N

Caterer _____

Meeting Room -Full day $60.00 ½ day $30.00 $_____

Meeting Room – non-profit -4 hours $ 25 $_____

Use of Kitchen $50.00 **no dishwasher $_____

Coffee/tea $10.00 $_____

Total rental charges $_____*****

*****Please note payment of the invoice is payable on the date of the event.

If the event is an evening function arrangements must be made to pick up the key and pay during the ALC office hours.

I the renter have read and agree to the attached rental agreement regulations.

_____ _____
Signature of renter *date*

_____
ALC representative

Revised November 2016

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FRIENDSHIP ROOM RENTAL AGREEMENT REGULATIONS

Please be aware that this is primarily a Senior Centre and there may be other people in the facility at any time during your rental. The Seniors are allowing you to rent this room while they are participating in regular programs. They will also have shared access to the parking lot and washrooms.

1. If coffee or water is provided please tidy up the counter area and wash any dishes you have used. Dump coffee filters in the ice cream pail provided. If you have recycling there is a blue bin in the kitchen under the large sink.

2.The RENTER ACCEPTS LIABILITY FOR DAMAGES caused at the function and will pay for any damages or missing equipment following inspection of the premises. All fixtures, sound system, lights, furniture, kitchen equipment etc. are the property of the hall and are not to be removed. The Renter agrees to pay additional charges for any broken or missing contents.The Renter shall be invoiced accordingly for any expenses incurred by the ALC as a result of any damages or loss to the facilities during the period the Renter was responsible for same.

3. The ACTIVE LIVING CENTRE IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF RENTER'S PROPERTY during the event and will not be liable for injury to any guests at any function held on ALC premises. And the renter agrees to indemnify the Active Living Centre for any claims.

4. NO SMOKING is permitted in the Centre at any time. An outside container is provided.

IF THE KITCHEN IS USED IN THE RENTAL THE FOLLOWING REGULATIONS ALSO APPLY:

A)All garbage is to be collected and placed in plastic bags. Bags are to be put in container located outside the southeast hall exit. DO NOT PUT LIQUIDS IN GARBAGE BAGS. All recycleables placed in the blue box provided.

B)Kitchen - Stoves tops are to be cleaned and all dishes and cutlery are to be washed and put away. The fridge is to be left clean and empty, the counter tops and sinks wiped.

Note: Please do not dispose of any food down the sink drains, any resulting plumbing costs will be charged to the renter Any additional cleaning that is required will be charged at a rate of $25.00 per hour and will be invoiced to the renter.

LOCK-UP PROCEDURE: (IF APPLICABLE)

All lights are to be turned off. Please ensure that the Automatic door is turned off at the front exit as well as both doors being securely locked (see note on door re: procedure to lock right hand door).

Please place keys under the ALC office door (if provided to you) and exit through the kitchen door making sure it is securely closed when you are outside the building.

THANK YOU FOR RENTING THE ACTIVE LIVING CENTRE FRIENDSHIP ROOM

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