ELTON COMMUNITY CENTER RENTAL AGREEMENT

The renter(s) are responsible for all set up and cleaning as well as the conduct and supervision of all persons admitted to the Community Center.

RENTAL RATES:

Hall Rental - Members and Ratepayers: $25.00/hr
Non-members and General: $50.00/hr

Ice Rental - Members and Ratepayers: $75.00/hr
Non-members and General: $100.00/hr

No access will be given to the canteen area

CLEANING

Tables and chairs wiped and put back as found; any wet or dry spills need to be cleaned up and the main event area is to be swept and mopped. The kitchen area must be swept and mopped; all countertops in kitchen must be properly cleaned and stove must be cleaned if used. If using ECC cutlery and dishes, they must be washed, dried and returned to its proper place. All garbage is to be placed in provided garbage bags and taken for disposal.

Our ECC board will evaluate the centers condition before and after the event to determine if any extra cleaning will need to be done. We are proud to provide our facility in as clean and sterile condition as possible.

Smoking is not permitted.

DECORATIONS:

Decorations may be temporarily fixed to walls, floors or ceiling. However, under no circumstances are holes permitted in walls or ceiling. The renter is responsible for any loss or damage to the Community Center or its contents, including paint removal as a result of tape removal.

ALCOHOL:
Alcohol is not permitted for any rentals without a permit.

CAPACITY:
Downstairs capacity is 50 people and upstairs capacity is 75 people for total capacity of 125.

this does not include ice surface CONTACT AND BOOKINGS :

Please contact eltoncommunitycenter@gmail.com

ELTON COMMUNITY CENTER RENTAL AGREEMENT

Type of Event and/or Group this rental is for:

_____

Contact Phone #: _____ Email: _____

Full Name of Renter Responsible for Event (Print): _____

Address:

_____

Estimated Attendance: _____

Agreed Rental Date(s) and time frame:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

RENTAL(S) COST (ALL EVENTS) = $ _____

All payments are to be made to the ELTON COMMUNITY CENTER and are due on or before the event. Payments by cash or cheque will be accepted.

The Renter(s) are responsible to review and follow all current Manitoba Public Health Orders and furthermore indemnify the RM if the applicant is inspected and fined for being in contravention of any of the current Public Health Orders pertaining to hosting of the event and guests in attendance.

_____ Date: _____

Signature of Renter Responsible for Event

FOR ECC OFFICE USE ONLY:

Booking Confirmed by: on date of _____

Rental Cost $_____

Date of Inspection: Completed by: _____

Details: _____

ELTON COMMUNITY CENTER RENTAL AGREEMENT

Cleaning Checklist:

O **Tables & chairs damp wiped and stacked by east wall** O **Wet or dry spills need to be cleaned up** O **All floors must be swept and if required, mopped**

O **If using kitchen area, floor must be cleaned and mopped** O **If soiled, carpet on stairs to be vacuumed**

O **Dish towels are for dishes and cutlery only. Please do not use as cleaning rags** O **All work surfaces in kitchen to be cleaned and sanitized** O **If applicable, all dishes and cutlery must be washed and put away** O **Coffee urns must be emptied, washed & dried with paper towel. Lids left ajar** O **Coffee grounds in garbage, never down sink drain**

O **No excess food, sauces or fat put down drains. Put in self provided containers and garbage**

O **Take your food from refrigerators and freezers and remove from premises**

O **All garbage in bags, any cardboard collected and taken to landfill site for disposal. Please make use of our recycling bins for any recyclables** O **Please put everything back where you found it.**

Closing up Checklist:

O **Ensure all elements and ovens are turned off** O **Bathroom lights turned off**

O **All inside lights turned off** O **Ensure all doors are locked**