

**EASTER SEALS, NEWFOUNDLAND AND LABRADOR INC. ("Easter Seals")
HUSKY ENERGY EASTER SEALS HOUSE
RENTAL AGREEMENT**

RENTAL DETAILS:

Name of Renter (or organization): _____ ("the Renter")

Type of Activity: _____ Date of event: _____ Est. number of persons: _____

BILLING INFORMATION:

Street Address: _____ City _____ Postal Code _____

Main contact person: _____ Email: _____

Contact phone: (_____) _____ Alternative phone: (_____) _____

Area to be rented (including setup/cleanup):

Gym	<input type="checkbox"/>	From: _____	To: _____
Multi-purpose	<input type="checkbox"/>	From: _____	To: _____
Kitchen	<input type="checkbox"/>	From: _____	To: _____
Boardroom	<input type="checkbox"/>	From: _____	To: _____
Computer Rm.	<input type="checkbox"/>	From: _____	To: _____
Library	<input type="checkbox"/>	From: _____	To: _____

Will you be serving alcohol? Yes NO

IMPORTANT

- Many allergies are prevalent in our population so please do not bring any items containing latex such as latex **balloons**, gloves, etcetera or foods such as bananas, avocado, chestnut, and kiwi as well as any **nuts** or **shellfish**.
- Alcoholic beverages **CANNOT** be sold at rentals and Easter Seals must be notified of intention to serve alcohol and reserves the right to refuse.
- The entire HEESH building and grounds are smoke free; people can smoke in their own vehicles.

Signature of Renter _____ Date _____

Easter Seals Representative _____ Date _____

TERMS AND CONDITIONS OF HUSKY ENERGY EASTER SEALS HOUSE RENTAL AGREEMENT

PAYMENT/CHARGES:

- Payment due **10 days** before the event and may be paid by cash, credit card or cheque. If payment for rental is made via credit card the card will be kept on file in event of additional charges as laid out below. If payment is made via cheque or cash, a physical credit card must be brought to Easter Seals to be put on file in event of additional charges. This must take place at or before the time of key pickup.
- Items that may result in an additional charge to renters credit card are as follows:
 - Failure to return key within two business days of rental - \$200.00
 - Charge for cleanup if facility not left in acceptable manner - \$100.00 (see "Renter responsibilities below for further information)
 - Damage to building resulting from abuse – Charged as per cost to repair/replace

KEY SIGN IN/OUT

- Key(s) may be picked up the last business day before the event and must be returned no later than two business days after the event. Easter Seals office is open Monday to Friday 9am-5pm. Payment as outlined below must be received prior to signing out of the key(s).
- "The Renter" is responsible to ensure that the time you request includes all the time you will need to set up tables and chairs, put up and take down decorations, arrival and set up for your catering service, entertainment and clean up.

REFUNDS:

- If "the Renter" must cancel an event, payment will be refunded in full if Easter Seals receives notification of cancellation at least 7 days prior to the event, 50% 5 days prior to the event, and no money shall be refunded if notice is received on the day of the event unless cancellation is due to inclement weather.
- If your scheduled hours of use exceed the designated time for any reason, additional fees will be invoiced and payment expected within 30 days of the event. Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will be invoiced to you and payment expected with 30 days of the event.

DECORATIONS:

- All decorations must be flame retardant. Use of glue, nails, tacks or staples is strictly forbidden. You may use painters tape to hang decorations. No tape of any kind may be used on the floors. Absolutely no taper candles – you may use floating or votive candles only.
- Use of any type of glitter, confetti, rice or birdseed is strictly prohibited on the premises.

RENTER RESPONSIBILITIES:

- After the event the Renter is responsible for:
 - The removal of all decorations and all other items brought on the premises.

- The removal of all garbage from the building created from the event and the placement of all recyclable items in the recycling containers provided.
- The cleaning of the area(s) used during the rental period.
 - This includes:
 - Return of tables and chairs used during the rental to storage.
 - Sweeping of floors and spot cleaning of spills
 - Wiping down of tables and any counters used during rentals.
 - Cleaning supplies will be kept in a labeled cupboard.
- In accordance with the City of St. John’s by-laws, the premises must be vacated no later than 1:00 a.m.
- In accordance with the City of St. John’s by-laws, amplified music must end at 11:00 p.m. The Renter is fully responsible for all arrangements and any contract entered into with any musician, musical group, or other provider of music. At no time will music be allowed to constitute a nuisance to the public or be allowed to violate any noise ordinance, and the Renter remains fully responsible for such compliance.
- “The Renter” may have a caterer or bring in their own food for the event.
- Tables and chairs must not be removed from any part of the building unless approved by Easter Seals.
- The Renter may not store items in any area of Husky Energy Easter Seals House either before or after the event unless approved by Easter Seals.
- Tickets may not be sold as an admission charge unless approved by Easter Seals.
- Gambling in any form will not be permitted unless the applicant has received prior approval from Easter Seals.
- Facility rental cannot be transferred, assigned or sublet.
- Animals are not permitted in the building (except service animals).
- Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times and in all areas.
- A contract may be terminated or voided by Easter Seals if the information provided on the application is inaccurate and/or incorrect.

OTHER SPECIFICS:

1. Any damage incurred shall be the responsibility of “the Renter” and any cost associated with the damages shall be reimbursed to Easter Seals Newfoundland and Labrador within 30 days of the event.
2. “The Renter” is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. Easter Seals may close down an activity that poses a threat to the safety of the participants or facility.
3. “The Renter” is responsible for all permits, licenses, taxes and other requirements imposed on or associated with the Renter’s event or activities on Easter Seals property and agrees to defend, indemnify and hold harmless Easter Seals, its employees, agents, and contractors with respect to such obligations.

I have read and agree with the terms and conditions of the entire Rental Agreement contract.

Signature of Renter _____ **Date** _____

Easter Seals Representative _____ **Date** _____