

Please review the following information carefully. **The return of your damage deposit** depends on your cooperation and compliance with the conditions of use outlined in the rental agreement.

Renters will automatically forfeit the deposit if the facility is not vacated by the approved rental time.

Renters Information:

NAME:	ADDRESS:	PHONE:
DATE:	RENTAL HOURS:	TIME OF DEPARTURE:

- RENTAL CONDITIONS AND REQUIREMENTS:**
1. NO ONE is to enter the Civic Centre on a day that it is not booked by the renter (i.e. the day prior or day following an event/function). Anyone doing so will forfeit a portion of their damage deposit.
 2. All renters will be responsible for policing inside of hall during the period of use.
 3. All renters must take steps to avoid un-necessary disfiguring of walls and floors. **NO TAPE, STAPLES OR TACKS ARE ALLOWED ON THE WALLS OR CEILING.** It is the duty of renters to remove decorations IMMEDIATELY at close of events.
 4. Renters are responsible for setting up tables and chairs for all functions **AND MUST FOLD ALL TABLES, STACK CHAIRS AND SET ALL AGAINST WALLS OF THE CIVIC CENTRE IMMEDIATELY AFTER THE EVENT/FUNCTION.**
 5. Renters are responsible for rough cleaning of the premises at the end of functions, including gathering of paper cups, napkins, bottles, etc. The oven, sinks and fridges must also be cleaned.
 6. Renters are responsible for rough cleaning of Kids Land (if used) at the end of functions, including removing all trash and tidying any messes or spills created on the playground equipment.
 7. Renters must immediately remove unused supplies brought in for the occasion at the end of the function (i.e. liquor, etc.)
 8. **NO CONFETTI OR SPRINKLES ARE ALLOWED** in the Civic Centre.
 9. Bylaw No 390/03 states the Civic Centre is a non-smoking facility.
 10. All renters must pay a damage deposit and will be responsible for the replacement of items that are missing and/or damaged from the bar and kitchen. **Inventories will be checked after each function.**
 11. The floor is professionally waxed and buffed and the use of floor wax is not permitted.
 12. All renters must follow the dishwasher operation and cleaning instructions set out in "Schedule C" - the Rental Agreement.

RENTER'S CLEANING CHECKLIST

To be completed by the renter at the end of the event.

MAIN HALL/MEETING ROOM	KITCHEN	OUTSIDE AREAS
<input type="checkbox"/> Trash Removed to outside bin <input type="checkbox"/> Tables & surfaces clear <input type="checkbox"/> Outside equipment removed <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Tables & chairs put away <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage	<input type="checkbox"/> Trash removed to outside bin <input type="checkbox"/> Food items removed <input type="checkbox"/> Free from spills/debris <input type="checkbox"/> Stove & sinks are clean <input type="checkbox"/> Fridges are clean <input type="checkbox"/> Kitchen items returned to original places <input type="checkbox"/> Kitchen cleaned & returned to original state <input type="checkbox"/> Free from damage *Dish towels will be laundered by the caretaker	<input type="checkbox"/> Parking lot is free from trash <input type="checkbox"/> Front walk is free from trash <input type="checkbox"/> Free from damage <p style="text-align: center;">KIDS LAND</p> <input type="checkbox"/> Area is free from trash <input type="checkbox"/> Area is free from spills/messes <input type="checkbox"/> Free from damage
BAR	ENTRY/COAT ROOM	WASHROOMS
<input type="checkbox"/> Trash Removed to outside bin <input type="checkbox"/> Cooler is empty <input type="checkbox"/> Counters are wiped <input type="checkbox"/> Empty bottles/cans removed <input type="checkbox"/> Floor is swept <input type="checkbox"/> Free from damage	<input type="checkbox"/> All trash is put in trash can <input type="checkbox"/> Outside items are removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage	<input type="checkbox"/> All toilets are flushed <input type="checkbox"/> All trash is put in trash can <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage

COMMENTS

Renter: I (we) understand that failure to abide by these conditions and all conditions outlined in the rental agreement will result in the forfeiting of all or a portion of our damage deposit.

Renter/Responsible Party Signature: _____

OFFICE USE ONLY		
MAIN HALL/MEETING ROOM	KITCHEN	OUTSIDE AREAS
_____ Cleaned & returned to original cond.	_____ Cleaned & returned to original cond.	_____ Cleaned & returned to original cond.
_____ Free from damage	_____ Free from damage	_____ Free from damage
Notes:	Notes:	Notes:
BAR	ENTRY/COAT ROOM	WASHROOMS
_____ Cleaned & returned to original cond.	_____ Cleaned & returned to original cond.	_____ Cleaned & returned to original cond.
_____ Free from damage	_____ Free from damage	_____ Free from damage
Notes:	Notes:	Notes:
<input type="checkbox"/> Renter adhered to rental time hours and did not enter the facility earlier or vacate later than approved times. <input type="checkbox"/> Renter adhered to the NO TAPE, STAPLES OR TACKS ALLOWED ON THE WALLS OR CEILING policy. <input type="checkbox"/> Renter adhered to the NO CONFETTI OR SPRINKLES ARE ALLOWED in the Civic Centre policy. <input type="checkbox"/> Renter returned all tables and chairs to the proper locations. Did the renter adhere to all of the conditions of use? <input type="checkbox"/> Yes <input type="checkbox"/> No If no please explain:		

Upon remittance of this form by the caretaker, the damage deposit will be refunded to the renter if all conditions have been met.

Civic Centre Caretaker

Caretaker Printed Name Date