

Community Centre of Saint-Antoine

4556 Principale Street, suite 200 • Saint-Antoine NB E4V 1R3
Tel.: (506) 525-4020 • Fax: (506) 525-4027

Contract – Rental of the Community Centre

The Community Centre reserves the right to decline a reservation, according to availability and nature of the activity.

To confirm a reservation, a non-refundable security deposit of 50% is required. This amount will be deducted from the final invoice.

All food services can be provided by an independent caterer – **the caterer must present proof of insurance and a licence of operations to the Centre’s staff at the time of the booking. The caterer must stay on location during the length of his service. The caterer is responsible for the preparation and storage of food, in conformity with the instructions provided by the Health Minister.**

The Centre holds a liquor licence. The Centre is responsible for the sale of alcohol and will be the only supplier of alcoholic beverages in the centre.

The client will be solely responsible for any damages that might occur during the rental period.

The Centre cannot be held responsible for any problems/incidents that might occur during a booking, with or without a catering service.

It is strictly forbidden to hang or stick anything to the walls of the Community Centre.

I have read and fully understand the conditions of the rental agreement for the Community Centre.

Business/Organisation/Person: _____ Contact Person: _____

Address: _____

Telephone #: _____ Fax number #: _____ E-mail: _____

Name of the event: _____

Date and time of the event: _____ From: _____ to _____

Date and time of the set up: _____ From: _____ to _____

Requests: _____

Additional services requested: _____

Rental cost: \$ _____ Deposit: \$ _____ (50% of rental cost)

Deposit received (dd/mm/yyyy): _____

Security deposit (refundable): \$ _____ Deposit received (dd/mm/yyyy): _____

Balance owing: \$ _____ Received (dd/mm/yyyy): _____

Client’s signature: _____ Date: _____

Staff member’s signature: _____

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At any time, the amount of people in the centre cannot exceed these amounts

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|-------------------|-------------------|------|
| Large room | Chairs only | 530 |
| | Tables and chairs | 330 |
| | Standing | 1000 |
| Room A | Chairs only | 265 |
| | Tables and chairs | 165 |
| | Standing | 500 |
| Room B | Chairs only | 265 |
| | Tables and chairs | 165 |
| | Standing | 500 |