



Rehoboth Christian Ministries Facility Rental Agreement Appendix 1

Event date: _____

Name of renter/organization: _____

On-site authorized representative: _____

Address of renter: _____

Phone number(s): _____ Email: _____

Driver's License number or

Government issue ID number: _____

Credit card number: _____

Event contact name/cell number): _____

Event date: Whole day Half day Hours: _____

Start time: _____ End time: _____

Full day -Time premises must be vacated: _____ (No later than 01:00 AM. Alarm is engaged at 02:00 AM.)

Type of event: _____

Number of attendees: _____ (Maximum occupancy load is 150.)

Alcohol served? No Yes

AGLC Liquor License present? (if yes to above) No Yes

Copy of AGLC taken: No Yes

Liquor License number: _____

Name on Liquor License: _____

Food served? No Yes

Admission charged? No Yes

Other rental conditions: _____

Date(s) requested	Start time(s)	End time(s)	Rent fee
Rates are: Full day: \$800 basic fee (12 plus Hrs.) Half day: \$450 (7 – 12 Hrs.) Basic Fee Hourly: \$50.00 per Hr (1-6 Hrs)			
Table rental: 12 round/ 3 rectangle - \$8.00/ea			
Chair rental: 150 available - \$3.50/ea			
Fabric Tablecloth: \$8.75/ea (includes cleaning)			
Sub-total			
GST			
TOTAL RENTAL FEE – Due 30 days before event			
Damage deposit			\$500
Key deposit (Key deposit will be forfeited if golf cart key is damaged or lost or not returned when premises are vacated)			\$100
TOTAL DEPOSIT – Due at time of booking			

All amounts due may be paid by e-transfer, cash, certified cheque, or bank draft payable to **REHOBOTH CHRISTIAN MINISTRIES**. Personal cheques will only be accepted at least 30 days before the event.

- ✓ Damage deposit received:
- ✓ Rental fee received:
- ✓ Certificate of Insurance received
Insurance company: _____
Policy number: _____
- ✓ Key picked up

This information is being collected in accordance with the Canadian Digital Privacy Act and will be used for the purposes of renting a Rehoboth Christian Ministries facility. Information collected will be retained for a period of sixty (60) days after rental. Information may be shared with members of the Royal Canadian Mounted Police if required with respect to this event but is protected by the privacy provisions of the Canadian Digital Privacy Act.



**Rehoboth Christian Ministries Facility Rental Agreement
Appendix 2: Cleaning and Damage Report**

Name of group: _____

Name of representative: _____

Event date: _____

Facility Rental Inspection Checklist

		Before Event	After Event	Damage/Notes
A.	Community Hall is clean, tidy, and in good repair.			
B.	Celebration Park picnic shelter, gazebo, pergola, and grounds are clean, tidy, and in good repair.			
1.	Damage to walls from previous rentals and general use noted here			
2.	Community Hall walls are clear of visible marks, sticky-tack, painter's tape or string.			
3.	Decorations have been removed. No pushpins, tacks, nails, duct tape or scotch tape may be used.			
4.	Chairs are stacked and stored in designated area.			
5.	Tables are washed and stored in designated area.			
6.	Kitchen surfaces, appliances, and floors are clean.			
7.	Dishes, cutlery, etc. are stored in designated spaces.			

		Before Event	After Event	Damage/Notes
8.	Specific counts:	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	
9.	Food, beverages, and renter-owned containers are removed.			
10.	Bar area is clean.			
11.	Floors are swept and washed.			
12.	All games and activity equipment are in original condition and returned to their storage areas.			
13.	Bathroom fixtures and appliances are clean.			
14.	Outside premises are clean and free of damage and litter.			
15.	Garbage containers are emptied into the parking lot bin.			
16.	Garbage containers are returned to the designated area.			
17.	Golf cart key is received/returned.			

Final checkout

- Washrooms, kitchen, and common areas have been checked for loitering guests, garbage, and belongings.
- Lights are turned off and windows are shut.
- Doors are locked.

Cleaning Supply List

To be supplied by Rehoboth:

- Garbage bags
- Dish soap
- Dish cloths
- Toilet paper
- Broom
- Mop
- Bucket

To be supplied by Renter:

- _____
- _____
- _____
- _____
- _____
- _____

Deposit Payout Report

Damage deposit collected	\$
Key deposit collected	\$
➤ Less deductions noted on report and described here:	
Key deposit retained (if applicable)	\$
Cleaning charge (if applicable)	\$
Total deductions from deposits	\$
Amount returned	\$

I hereby agree with the above-noted report regarding the condition of Celebration Park and the Community Hall on (date) _____.

Social Enterprises Supervisor (print name)

Renter (print name)

Social Enterprises Supervisor (signature)

Renter (signature)