



Rental Agreement

LOCATION: NORTH SHORE COMMUNITY CENTER (NSCC) gym and kitchen **Type of Event:** BIRTHDAY PACKAGE

Date Requested: _____

Time of Event Start: _____ End: _____ (2.5 hours included in package)

Contact Person's Name: _____

Address: _____

Telephone: _____ Email: _____

Information to use for personalized message on NSCC sign

Upon payment, 50% is considered a non-refundable deposit. If the event is cancelled, 50% of the payment is refundable if cancellation is made at least 7 days prior to the date of the event. People and groups renting the facilities for private functions are responsible for damage that occurs to the property during the rental period. This does not include normal wear and tear, but does include such things as broken chairs, tables, windows, walls, flooring, and any other property defacement. Depending on the type of event to be hosted, a separate damage deposit may be required.

Please note that no alcoholic beverages are permitted to be brought into any of the facilities. We are a fully licensed establishment at the North Shore Community Centre, so bartenders and alcohol must be arranged through RMNS. Please be aware that all Municipal Properties are 100% smoke free.

I have fully read and understand and agree to the conditions noted above and do accept financial responsibility for any damage that may occur as a result of our private function.

Signed and acknowledged by renter

Date signed

<i>For RMNS staff use only</i>			
Event ID Code		Date for Key Pickup	
Rental fee calculated		Reminder sent?	
Deposit amount		Key Picked Up	YES / NO
Amount paid		Key Returned	YES / NO
Paid By		Sign updated (date)	
Date Paid		<i>Refund (if applicable)</i>	