

# Manning Fire Department Meeting Room Rental Agreement

The Manning fire Department grants permission for the use of the meeting room at the Manning Fire Department as outlined, subject to the Terms and Conditions of this Agreement.

Name of Organization: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Required:  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Type of Activity: \_\_\_\_\_

### Office Use Only!

Booking Rate \$75.00/day (1 day includes up to 8 hours)

\$100.00 refundable deposit

Total Amount to be invoiced: \$ _____	Invoice # _____
Deposit Paid: Y or N	Deposit paid by: (Chq or Cash only)
Deposit Returned: Y or N	Date Deposit Returned: _____
Date Key Signed out: _____	Time: _____ (am/pm)
Date Key Returned: _____	Time: _____ (am/pm)

The undersigned, agrees to be bound by the Rental Agreement and the Terms and Conditions and has the authority to sign on behalf of the organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

# Manning Fire Department Meeting Room Use Terms and Conditions

The Manning Fire Department meeting room is available for use on a rental basis. Fire Department activities will take priority over all other bookings. The organization renting the space is responsible for set-up, clean-up and ensure the premises are properly secure when finished.

## **A. RENTER'S RESPONSIBILITY**

1. The renter shall:
  - i) Pay the full cost of the rental fee once it has been invoiced to the organization
  - ii) Entrance to the meeting room will be limited to the South Exit ONLY.
  - iii) A key for the south entrance will be obtained and returned to the Town of Manning office during regular business hours.
  - iv) Activities will be restricted to the meeting room, access to other areas of the Manning fire hall are prohibited.
  - v) Pay the Town of Manning, on demand, the total cost of any damages to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the meeting room.
  - vi) Not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the Town of Manning and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
  - vii) Maintain the meeting room in a neat and tidy condition;
  - viii) During the period of occupancy, ensure that all persons using the meeting room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or Town policy
  - ix) Release the Town of Manning from any responsibility or liability whatsoever that might arise out of the Town of Manning failing to provide the premises under the terms of this agreement;
  - x) Alcohol will not be permitted for consumption on the premises.
  - xi) Comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
  - xii) Be responsible for any applicable licensing or royalties when playing music or videos.
  - xiii) Confine any sales activities to the meeting room and not solicit members of the Manning Fire Department
2. The renter agrees to notify the Town of Manning of any conditions that may render the premises or equipment unsafe for use, and if the Town is unable to correct the condition, then the Town has the right to cancel the use of premises until the condition is corrected.

## **B. CLEAN-UP**

1. All tables and chairs must be cleaned and stored, and the carpet must be vacuumed.
2. All items that the renter brought in must be removed from the meeting room.

## **C. SECURITY**

1. Keys must be picked up during the Town of Manning's regular business hours no earlier than 1 day before the event.
2. Keys are to be returned to the Town of Manning within (2) two regular business days of the event.
3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room

## **D. CAPACITY**

1. The Occupancy load is limited to 120 people.

I, \_\_\_\_\_ hereby have read and acknowledge the Terms and Conditions set out in this agreement

Initials