



(Please read entire agreement before initialling)

## Justina Centre Rental Agreement

Thank you for choosing the Justina Centre.  
Your rental is subject to the following terms and conditions:

Rental Date:	Upper Level or Lower Level:
Type of Function:	Bar Services Required:      Yes or No
Minors On Site: Yes or No (Addition application required)  If yes, \$50 Additional Charge	Stove Required:                      Yes or No (*Please see section 4.8)
Time Requested (including setup and clean-up time):  # of hrs: _____	Extra Hours Needed: Yes or No  # of hrs: _____
Name of Renter:	Number of Guests:
Home #:  Cell #:	Email Address:
Civic Address:	Mailing Address:
<b>OFFICE USE ONLY</b>	
Date Rental Fee Received: Method of Payment:	Date Damage Deposit Received: Method of Payment:
Date The Minors On-Site Application and Payment Received:	Key Issued:      Yes or No



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## **1. RENTAL FEES AND DAMAGE DEPOSIT**

- 1.1 A rental fee (as per appendix A) of \$\_\_\_\_\_, payable to the Town of Logy Bay-Middle Cove-Outer Cove, is due upon booking to confirm your rental. Failure to pay rental fees will result in the loss of rental date.
- 1.2 A damage deposit of \$500 is due prior to keys being issued for rental of the centre. This shall be paid in cash or cheque only.
- 1.3 Rentals with **BAR** functions will have access to the Centre between the hours of 11:00 am on the day of the rental and 3:00 am the next morning.
- 1.4 If you require additional time other than what is noted above in the Time Requested, you can purchase it at \$50 per hour plus HST, subject to Justina Centre availability.

## **2. CANCELLATION POLICY**

- 2.1 If you must cancel your rental with less than two weeks' notice, your rental fee will be refunded less a \$50 service charge.
- 2.2 The Town reserves the right to cancel, without notice, **ANY** event for unforeseen circumstances. The Town's priority is safety and will do our best to accommodate all unscheduled cancellations.

## **3. ACCESS TO THE CENTRE**

- 3.1 The renter will be provided with 1 key to the Centre and an alarm code upon payment of the damage deposit. The key must be returned to the Town Hall the next business day after the completion of the rental.
- 3.2 Justina Centre key must be picked up at the Town Hall 2 business days before your rental date. Failure to do so will result in an additional fee charge.
- 3.3 Justina Centre key must be returned to the Town Hall the next business day after your rental.

## **4. CONDITIONS FOR DECORATIONS AND CATERING**

- 4.1 The renter agrees to leave the premises in the same condition as existed on the date of possession.



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- 4.2 The renter agrees **NOT** to nail, tape or screw anything to the floors, doors or walls of the Centre.
- 4.3 All decorations, dishes, items owned by the renter/caterer and garbage/recyclables must be removed from the Centre prior to the end of the allotted rental time.
- 4.4 All garbage must be bagged and placed in the Justina Centre dumpster, located in the parking lot.
- 4.5 All beverage containers must be rinsed clean before placing in recycling bins. Any recycling and garbage must be taken with you once your rental is complete.
- 4.6 Kitchen must be left in a clean and tidy manner. You are **NOT** permitted to leave any food or beverage items in the centre/coolers and any surface spills on the stove or microwave must be cleaned/removed.
- 4.7 The propane stove must **NOT** be used as counter space, specifically the hard-topped grill surface.
- 4.8 The stove pilot light is **NOT** on at all times. If you require use of the stove there may be an extra charge if not indicated by 12:00 noon the Wednesday prior to your rental.
- 4.9 Children must be supervised at all times, paying special attention to the kitchen where there is a commercial stove.
- 4.10 The renter is **NOT** permitted to use flame or sparkler candles in the Justina Centre (must be battery-operated only).
- 4.11 Recreational equipment such as bouncy houses and hockey sticks and nets, velcro walls, and basketball nets are **NOT** permitted inside the Justina Centre.
- 4.12 The renter is not permitted to remove or bring outside any item belonging to the Justina Centre.
- 4.13 If the renter contracts with a third party for catering, the renter will be held responsible if the caterer does not abide by the conditions listed above.
- 4.14 Please be advised that the use of fireworks anywhere on the Justina Centre/Kelly Park grounds (including the softball field and soccer field) is **NOT** permitted.



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- 4.15 BBQS may be brought and used on the grounds of the Justina Centre on the grassy area, located next to the building facing the softball field. They are **NOT** permitted on the deck of the Justina Centre.

## **5. LIQUOR LICENCE AND BAR SERVICE**

- 5.1 The Justina Centre is a liquor-licenced facility. If your rental will include the provision of alcohol, then the following conditions must be met:
- For all rentals with bar service, minors are **NOT** permitted on the premises unless the renter has completed an *Application for Approval for Minors on Licenced Premises Form*, as required by the Newfoundland Liquor Corporation (NLC). If you are approved to have minors on the premises by the NLC, then they must be accompanied by a parent/guardian and leave the premises by 9:00 pm. There will be an additional \$50 fee for this service.
    - i) Weddings are EXEMPT from this regulation and minors may attend weddings with no time limit and no need for additional paperwork.
  - All alcohol must be purchased through the Justina Centre bar.
  - Renters are **NOT** permitted to bring any alcohol into the Justina Centre or onto the Kelly Park grounds. This includes wine for wedding favours.
  - If you wish to purchase table wine for your function please contact the Town at 709.726.7930 Ext 23. All wine orders **must** be placed at least 2 weeks prior to rental date. Additional charges will apply.
  - There is no drinking permitted on the Justina Centre deck. All alcoholic beverages must be consumed inside the building.
  - If Justina Centre staff become aware that your guests are bringing their own alcohol onto the premises, the event may be shut down and the renter's damage deposit will be forfeited.
  - The Justina Centre bar accepts cash, debit, VISA and MasterCard as forms of payment.

## **6. SAFETY REMINDER**

Tables and/or chairs are **NOT** permitted to be moved or stored in the hallways or in front of Exits as this is contrary to Fire Safety Regulations.



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**7. JUSTINA CENTRE CAPACITY**

The Justina Centre upper level has a capacity limit of 150 people for both seated and standing functions.

The Justina Centre lower level has a capacity limit of 90 people for both seated and standing functions.

***I certify that I have read and understand the conditions listed above, and that failure to comply with any part of this agreement will result in the forfeit of the damage deposit. If there are damages caused during the rental where the repair costs are greater than the \$500 damage deposit, the renter will be liable for any additional charges.***

**Signature:** \_\_\_\_\_  
(Renter)

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

**Witness:** \_\_\_\_\_  
(Town Representative)

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

**Copy provided to renter:** \_\_\_\_\_

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



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## APPENDIX A

### **BOOKING AND INFORMATION FOR JUSTINA CENTRE INQUIRIES:**

Tel: 709.726.7930 x Ext. 23

Email: [allisonwhitty@lbmccoc.ca](mailto:allisonwhitty@lbmccoc.ca)

Payment method for rental fees for all functions is to be by cash, debit or cheque made payable to 'Town of Logy Bay-Middle Cove-Outer Cove'. We do not accept credit.

Damage deposits are to be paid in cash or cheque only made payable to 'Town of Logy Bay-Middle Cove-Outer Cove'. We do not accept credit.

Council is focused on utilizing the Justina Centre for recreational, residential, and community activities. Therefore, rentals by non-residents will be limited to the months of October-April, subject to availability.

Rentals between May-September will be available for residents only, subject to availability. Bookings must be made a minimum of 2 weeks prior to your rental request date for a non-bar function.

Bookings must be made a minimum 1 month prior to your rental request date for a bar function (subject to Bartenders availability).

All "No-Fee-Required" rentals will be subject to a \$50 cleaning fee for the upper level.

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### **Weddings/Bar Functions: Upper Level**

Maximum Capacity: 150 people

Cost: \$300 (plus HST)

Damage Deposit: \$500 (Cash or Cheque only)

#### **Rental Includes:**

Access to the Centre is from 11:00 am the morning of your wedding until 3:00 am the following morning. Bartender service, table set-up, use of podium and microphone, wrap-around patio deck, ample parking. Other Notables: Bar accepts cash, debit, Visa and MasterCard. No alcohol is to be brought into the Justina Centre - the Justina Centre bar must



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be used. You are responsible for providing any hall decorations and music. You are responsible for your own catering.

### **All-Day Conferences**

Cost: \$200 (plus HST)

Damage Deposit: \$500 (Cash or Cheque only)

Please Note: Setups are NOT included with any rentals.

### **Rental Includes:**

Use of kitchen, kettle, sink, fridge, stove (if required). The Justina Centre has no BBQ. You may bring a BBQ but it is not permitted on the deck. The BBQ must be used on the grassy area located next to building facing the softball field.

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### **Upper Level**

E.g. Baby shower (no bar)

Cost: \$50/hour (plus HST)

Maximum Capacity: 150 people

Damage Deposit: \$500 (Cash or Cheque only)

Minimum Rental 3 hour (Time includes your set-up and clean-up)

### **Rental Includes:**

Use of kitchen, kettle, sink, fridge, stove (if required). The Justina Centre has no BBQ. You may bring a BBQ but it is not permitted on the deck. The BBQ must be used on the grassy area located next to building facing the softball field.



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### **Lower Level: Residents Only**

Rental Fee \$20/hour (plus HST)

Minimum 3-hour rental (Time includes your set-up and clean-up)

Damage Deposit \$500

Maximum Capacity: 90 people

Please Note: Table setups are NOT included with any lower level rentals.

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### **No Rental Fee: Lower Level**

Rentals listed below are subject to a \$25 cleaning fee upon booking.

Birthday Parties - (Children Grade 6 & under)

- Parties will only be scheduled after 12:00 pm
- No access will be given to renters before 12:00 pm to allow for cleaning and drying time of floors.

Funeral Gatherings

75th+ Birthday

### **All Rentals Include:**

Use of kitchen, kettle, sink, fridge, microwave, stove. The Justina Centre has no BBQ. You may bring a BBQ but it is not permitted on the deck. The BBQ must be used on the grassy area next to building.