

**BENTLEY DROP IN CENTRE
FACILITY RENTAL AGREEMENT**

NAME: _____
INDIVIDUAL/ORGANIZATION/BUSINESS

CONTACT: _____ TELEPHONE: _____

ADDRESS: _____

RENTAL DATE: _____ FUNCTION: _____

RENTAL RATES: (per day or any portion thereof)

Organization/individual Event:	\$50.00 Rental Fee \$65.00 Damage Deposit
Business Event:	\$65.00 Rental Fee \$65.00 Damage Deposit

RENTAL CONDITIONS:

1. Liquor and smoking are prohibited on premises
2. The maximum capacity is 60 people
3. Renter is responsible to clean the facility following function, as follows:
 - a) Tables are to be left in two rows of three tables each, chairs at each side of the tables, one at each end.
 - b) Chairs are to be wiped of any food spillage/stains and checked for damage.
 - c) Extra chairs are to be stacked up on the north side of the facility
 - d) Counters, floors and kitchen are to be left clean. Wash floor if needed, using water only, no detergent.
 - e) Empty garbage containers and leave garbage bags in the main entrance, just outside the Drop In Centre door
 - f) If tea towels are used, leave in the kitchen. The Drop In members will wash them
 - g) Thermostat must be turned down to 15 degrees when closing.
 - h) Turn out all lights, check doors to make sure they are locked.
 - i) Return the key in the drop box located outside the main entrance door.
4. Renter is responsible for any damages that occur during the rental
5. Rental fees and damage deposit must be paid at time of booking. The keys must be picked up prior to the function, during business hours of the Bentley Municipal Office:
8:00 am – 12:00 pm and 1:00 pm to 3:00 pm (Monday – Friday)

I, _____, have read and agree to abide by the rules listed above for the rental of the Bentley Drop In Centre and understand and agree that if the above rules are not met, I will forfeit the Damage Deposit and I will pay the Drop In Centre for any cost of damages over and above the Damage Deposit.

Dated this _____ day of _____, 20_____.

Signature of Renter

Witness