

TOWN OF GRAND BAY-WESTFIELD USAGE POLICY

1. Users are responsible for their own set up, take down, and clean up. To ensure the facility is returned to the same order and cleanliness, clean up must take place immediately following the event, no exception!
2. Bookings are to be on a first come first serve basis and are to be made through the Community Facility Booking process through the Town Website. The rental fee is to be paid to confirm the booking and may be cancelled by the Town if not paid 7 days after the Town has held the booking.
3. Set-up, take-down and clean-up time must be included in the total time you request for your booking.
4. In order to cancel a booking and obtain a refund of monies paid, notice must be given to the Town of Grand Bay - Westfield at least seven (7) days before the rental date. Otherwise, the rental fee will be forfeited.
5. Only persons 19 years of age or older may rent the facilities.
6. If alcoholic beverages are to be served, a license must be obtained from the N.B. Liquor Licensing Board. (*NOTE: Alcohol is NOT to be stored on the premises in advance of the day of the event*).
7. All activities are to be confined to the specific area rented.
8. The lessee is responsible for all equipment, including damaged, lost, or stolen items, and agrees not to hold the Town of Grand Bay-Westfield responsible for any injury or loss of personal belongings. The lessee covenants and agrees to indemnify and save harmless the Town of Grand Bay-Westfield of and from any and all manner of claims, damages, loss, costs and charges whatsoever occasioned to or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequence of or in connection with or arising out of the lessee's occupancy or use of said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from or on account of the same. The lessee's covenants for indemnity herein contained shall extend to all damages and claims for damage by reason of improper or faulty erections, or construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the lessee, her/his or its servants or agents, and by any reason or any insufficiency in said structures and whether or not same have been approved by the Town, its servants, or agents.

9. Upon request the Town of Grand Bay - Westfield may request to the user to submit a complete list including names, addresses and phone numbers of its attendees and/or membership.
10. If equipment is brought into the facility, it is to be removed immediately following the event. The Town is not responsible for the safety of any items left overnight.
11. **No Fireworks** are permitted to be used on any part of the River Centre property.
12. All late time-slot rentals activities are to be completed by 12:00 AM, building restored to order and the building vacated by 1:00 am.
13. On completion of activities, any supplies used are to be cleaned and returned to their proper places, tables cleaned off, tables and chairs stacked in the proper location, floor swept, dishes, cutlery and glassware are to be cleaned and put away and garbage placed in tied bags inside the main door.
14. If any damage occurs to the building or site of any equipment within, the cost of repair or replacement will be charged to the lessee.
15. When through, turn off lights in rental area and in washrooms, close all windows, and ensure the rental premises are secure on departure.
16. The throwing of confetti, rice, etc., or helium balloons in of building, is not allowed- cost of clean up will be charged to the lessee.
17. No foreign substances are to be placed on the floor, e.g., powdered wax, sand, cornstarch, etc., or any other substance used for dancing. "Smoke" or "fog" machines are not permitted on the premises.
18. No signs are to be placed on the premises without permission of Facility Supervisor.
19. Decorations or signs are to be attached by removable tape only. Tacks, nails, screws, or staples are not allowed in walls or on tables or chairs.
20. Washroom toilets and sinks are to be monitored to ensure they are not left running.
21. All Town owned facilities are smoke free. Therefore, smoking of any kind is not permitted in any Town owned facilities.
22. The lessee shall, during the term of the rental, ensure all the fire exits of the said premises are kept open and free from obstruction.
23. The lessee shall be entitled to have free use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of all facilities.

24. The lessee will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises, or which may make void or voidable any policy of insurance, but in such event the lessee shall thereupon pay to the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
25. The lessee shall comply with all Government of New Brunswick Public Health Regulations including seeing proof of vaccination and government-issued identification from all patrons and participants.
26. Any deviation from the policies herein established shall be referred to the CAO.