

New Providence Community Centre Policies, Terms & Conditions

Bookings and Deposits

For Auditorium Only

To secure your booking a 50% deposit of the auditorium rental total is required. In addition, a \$500.00 refundable security deposit is required at the time of booking. The security deposit will be returned provided that all terms and conditions are complied with including the following:

- Adhering to the agreed upon time and /non-destruction of the facility or ANY NPCC property.
- All functions must be out of the facility by 9pm. Failure to comply will result in the loss of a portion or all of the security retainer and applicable hourly charges.
- Balance of room charges are due 60 days before the event date.

All areas (excluding auditorium)

Rental payment in full in addition to the security retainer (equal to 2 hours of contracted rental rate) is required to book all rooms (excluding the Auditorium). Rooms are not reserved until room rental and security retainer are paid in full and the client signs rental application and Rental Policies. Deposits paid for room rental are non-refundable. Security Retainers will be returned upon completion of event less any deductions for overtime use or damage to property. Minimum rental time is two (2) hours.

Payments for reoccurring classes

All payments (including security retainer) for contracted classes or reoccurring events must be paid in full in advance prior to the beginning of the following month's classes. The security retainer for monthly or reoccurring contract classes is equal to one month's rental. Failure to pay in advance will result in the room not being made available for the class or event. Any event extending 15 minutes beyond the agreed contractual time is subject to a one hour rental charge. Rental time includes time required for setup, decorating etc..

Security Retainer

For one time events

A security retainer equal to two hours of the agreed rental rate is required for all clients. This retainer is held to cover costs incurred due to custodial coverage beyond the agreed time and/or damages to facility or equipment. This security retainer is refundable providing the renter remains within the time frame of the contract agreement and complies with all conditions as stated in this contract. Meetings exceeding 15 minutes over the agreed time will incur a cost equal to one hour of agreed rental. This cost will be deducted from the Security retainer. THIS IS NON NEGOTIABLE.

For re-occurring classes or events

A security retainer equal to one month's rental is required for all clients contracted for re-occurring classes over a period of months up to one year. This retainer is held to cover costs incurred due to custodial coverage beyond the agreed time and/or damages to facility or equipment. This security retainer is refundable providing the renter remains within the time frame of the contract agreement and complies with all conditions as stated above. Meetings exceeding 15 minutes over the agreed time will incur a charge equal to one hour of agreed rental. This cost will be deducted from the Security retainer. The security retainer will be returned upon completion of the contracted rental period less any applicable deductions as listed above. THIS IS NON NEGOTIABLE.

Cancellations:

- All cancellations must be in writing.
- For cancellations received at least 90 days prior to event: 30% of deposits paid (excluding security deposit) will be retained by NPCC
- For cancellations received 60-89 days prior to event: 50% of deposit paid (excluding security deposit) will be retained by NPCC.
- For cancellations received less than 60 days prior to the event will result in the loss of all rental deposit

Room Setup guidelines for the Auditorium and the Shack:

All clients will be allowed to set up for their event beginning at 8am of the day of the event provided they have paid the DAILY RENTAL RATE. All caterers and set up vendors must be organized to come during this time period. No set up is permitted on the previous evenings or days prior to the event.

The Auditorium

- Bar service and set up must be limited within the AUDITORIUM.
- All food service must be limited to within the Auditorium space. The adjoining patio and porch area including Chives Restaurant is off limits to guests of the Auditorium at all times. Caterers are responsible for visiting the centre to make themselves familiar with the set up prior to the event.
- Damages and cleaning costs associated with the unauthorized use of Chives restaurant or other outside areas will be deducted from the security deposit.

The Shack

- All food service must be limited to within the Shack space.

STORAGE

Absolutely no storage of any items related to your event is permitted at the centre. All decorations, food items including drinks, ice, coolers, plates, table settings, silverware and garbage etc. must be removed from auditorium at conclusion of event. Clients are responsible for the complete removal of all food, waste and table settings from tables and auditorium area. Clients not adhering to this policy will be charged a minimum of \$200.00. This will be deducted from the security retainer. This is NON NEGOTIABLE. NPCC is not responsible for any articles or items left at the conclusion of the event.

BUILT IN COST FACTORS

Facility rental (per area/per hour)	Cleanup
Room set up and breakdown (If applicable)	Safety & Security
Application Process	Energy & Insurance

All charges will be based on your actual use of the facility. This amount will be included in your invoice.

METHOD OF PAYMENT

Cash and personal checks with proper identification are accepted. Please make checks payable to New Providence Community Centre (NPCC).

CHILDREN'S SUPERVISION

Members are solely responsible for the supervision of their children. Please note that it is prohibited for children to run through the building or be unattended by an adult. Please have adequate supervision as this may affect your use of the facility. Children 5 years and younger are not permitted to go to the restrooms, parking lot, playground or outside of the building without adult supervision.

RESPECT FOR OTHERS

Persons are prohibited from entering the meeting room of another. This is a multi Purpose Building, please be sensitive to others especially when meetings or training are in progress. This includes keeping voices to a level in the common areas and hallways that would not disturb ongoing events. NPCC is also a functioning art gallery where works of art are displayed on the walls. We ask that you take care to not touch or move these valuable works that are displayed for the benefit of everyone who visits the centre.

SECURITY

NPCC reserves the right to remove any and all persons from the property if seen to be unruly, or unwilling to follow the Centre's rules and policies. NPCC reserves the right to have those person(s) removed by security personnel or Police if necessary. In addition, if NPCC determines that the event has become unruly or unsafe in any way, it reserves the right to end the event immediately.

OFFICE AREAS

The office areas are off limits to non-NPCC staff.

LIABILITY AND HEALTH INSURANCE

Organizations and individuals are solely responsible for their own liability insurances. We encourage all persons renting our facility to obtain adequate liability and Health insurances for their clients and themselves.

I have read, understand & agree to all costs, conditions and policies as listed on the above application.

Signature of client _____ Date _____

(Person responsible for payment)