

Riverview Lions Club Rental Agreement

(revised: November 23rd, 2017)

This Rental Agreement is made in duplicate between:

The Riverview Lions Club, 701 Coverdale Road, Riverview, N.B. Telephone: 386-5202

And the Rental Customer,

Name:

Address:

Contact Number (s):

Email Address:

Date and Time of Event:

Type of Event:

Number of Estimated Guests:

Catering by Riverview Lions: Yes: No:

Using own caterers: Yes No (see conditions on page 2)

Decorating the Hall: Yes No (see conditions on page 2)

Bar Requested: Yes No

Hall Refrigerator Needed: Yes No

You are permitted to put up advertising posters on the bulletin board and the front door.

Hall Availability: 506-386-5202. Website: riverviewlionsclub.ca, Hall Rental link. **Wi Fi password:** lionsclub520

The Riverview Lions Club is a non-profit charity that provides donations and services to citizens of the greater Moncton area. Riverview Lions volunteer in several projects raising thousands of dollars for worthy causes. Our membership includes men, women, and volunteers of all ages and all the work done by Lions is 100% volunteer. If you, or someone you know, is interested in finding out more about Riverview Lions Club membership benefits we can be reached at: Telephone: 506-386-5202.

Thanks for considering the Riverview Lions Club

Rental Agreement Conditions

- Bookings are confirmed once the Confirmation/Damage Deposit fee is paid and this agreement is signed/emailed between the Riverview Lions Club and the Rental Customer.
- Confirmation/Damage Deposit: **\$120.00** (exceptions may apply for non-profit customers). Rentals must be cancelled 30 days in advance of an event to receive a confirmation/damage deposit refund. The confirmation/damage deposit will be returned upon a satisfactory post event club inspection.
- The Rental Customer is responsible for the conduct of his/her guests. All damage costs to the hall and equipment will be charged directly to the Rental Customer.
- Bar tenders are provided by the Riverview Lions Club, as required by the club's N.B. Liquor License. Last call for the bar is 12:00am (midnight). The Riverview Lion Club closes at 1am. Due to the Club's Liquor License there is to be no liquor allowed on the premises except that purchased through the bar. Liquor must be consumed within the building and/or on the deck. Bottles are not permitted in the hall and/or on the deck. The bar reserves the right to close down any event violating these conditions. If a customer wishes to purchase certain wines, spirits, coolers and/or beers not sold at the bar, there is a 15% cork fee. Liquor purchased under the corking fee system is done through the Riverview Lions Club and opened bottles are not returnable or refundable. For example: a \$10.00 bottle of wine would cost the customer \$11.50.
- The Riverview Lions Club is a non-smoking building. The Rental Customer is responsible to ensure his/her guests follow New Brunswick's smoking/vaping laws.
- Rental Payment is due before the rental date, except for Riverview Lions Club catered events-rental payment is added to the cater invoice and both are due the day of the catered event.
- Kitchen facilities and portable equipment are not available to the general public.
- If you pay for 100+ meals, as per our menu, your rental fee is: \$0.00 plus \$120.00 for cleanup. If your event is catered by the Lions, as per our menu: Tables, Chairs, Setup, Place Settings (napkins, setting/cutlery, plastic table cloths, other setup materials) and Servers/Meal Cleanup are included in the price. The number of plates to be purchased must be finalized 10 days prior to event (see attached menu).
- For Non Lions Catered Events Tables and Chairs are included. Setup, serving, cleanup and food and other supplies are not provided, i.e. sugar, creamers, napkins, cups, cooking pans, utensils, garbage bags, other food and supplies.
- A podium and plug in microphone are provided. Other audio-visual equipment is not provided.
- Decorations are not provided. The Riverview Lions Club must remain free of nails, hooks, and other materials that can cause damage to walls, doors, windows and ceilings. Decoration/Cater materials and supplies (personal or professional) must be removed from the hall by 1am. The Riverview Lions Club is not responsible for lost or stolen decoration materials and supplies.
- Confetti/Rice/Other similar materials are not permitted in the club or on the grounds and could result in loss of confirmation/damage deposit if extra cleaning is required.
- There is wireless unsecured internet available.
- There are some special plug units in the hall for heating equipment and there is free use of the hall refrigerator (when available).
- All users of the Riverview Lions Club (with alarm codes) are responsible to disarm/arm the alarm system each time they enter/depart the building. False alarm charges will be billed to the user/group causing the false alarm.
- It is the responsibility of Rental Customers to review and understand this agreement prior to booking. The Riverview Lions Club shall not be held responsible for Rental Agreement confusion.

Rental Rates

\$120.00 - Confirmation/Damage Deposit

\$300.00 - Full Day Rental Fee (12pm to 1am)

\$35.00 per hour - Hourly Rental Fee (minimum two hours; available on certain days only)

\$120.00 - Clean up Fee

Total Due = \$_____00

Lions Representative:

Rental Customer: