

SHELTER AGREEMENT – PARC GEORGE -ETIENNE CARTIER PARK

I/We the undersigned, hereafter known as the Lessee, **agree** to rent the above named Cartier Park Shelter, on _____ from _____ (AM/PM) to _____ (AM/PM) for the occasion /event of _____ and further agree to abide by and comply with the following conditions:

1. The Lessee accepts the duties & responsibility of Permit Holder under the Liquor Control Act and Regulations. See revers for the list of duties & responsibilities provided by MLCC.
2. The Lessee accepts the responsibility for any damage and agrees to pay for replacement and/or repair of damages.
3. The shelter is to be vacated by patrons one hour after the termination hour indicated on the liquor permit or on this agreement if there is no liquor permit.
4. Schedule for payment of rental fees:
 - a) Reservation deposit due when booking the event date. **(\$200.00)**
(Make cheque payable to Parc George-Etienne Cartier Park)
 - b) The reservation deposit becomes your damage deposit on the 1st day of rental.
(Return after event upon hall inspection & approval of Condition of facilities)
 - c) Shelter rental fees due day of event. **(\$325.00 per day)**
(\$125 rent to access the day before for set-up, decorating and \$125 option to keep the venue till 1pm the following day)
 - d) \$20 per hour will be deducted from the deposit.
5. Lessee accepts the following shelter responsibility:
 - Pickup key to the shelter from booking agent at the prearranged time.
 - Obtain liquor permit & liquor if required <http://www.liquormarts.ca/retail-marketing/social-and-party-planner>
 - Hire security guards (if a “social” event; Security shirts are mandatory and available at shelter with a \$25.00 refundable deposit when shirts are returned.
 - **Obtain ice and all mix (pop, orange juice, clamato juice, etc..)**
 - Decorate shelter according to guidelines.(NO tape on walls) - **At the end of the event:**
 - o Remove decorations
 - o Remove all food, liquor & empties from the premises.
 - o Clear all tables. (please empty liquids into pail before disposing of glasses)
 - o Clear & wash dishes and counters if kitchen was used.
 - o **Upon leaving shelter always:**
 - Make sure all lights are off (including bathrooms, storage room and outside)
 - Make sure all outside doors are locked. Place closed garbage bags outside canteen door.
 - o **Return key** at the prearranged date and time to booking agent.

_____ DATE _____

LESSEE

SHELTER REPRESENTATIVE