



Please complete all information PRINT clearly:

Date: _____

Name of individual, group/organization, etc. _____

Contact person (please print) _____

This person is considered to be the User and authorized officer. This person must be on the Centre premises during the event/meeting. If not, they must authorize and alternate.

Phone: _____

Address: _____ City/Town: _____ Postal Code: _____

Email address: _____

Alternate Contact (please print) _____

Phone: _____

Address: _____ City/Town _____ Postal Code: _____

Email address: _____

Please list usage date/time

Date	Time	Date	Time
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

Seniors/Seniors' Groups Membership Yes___ No___

Not for Profit Groups/Organizations Yes___ Please specify _____

Use of Kitchen Facilities: Yes___ No___

Use of Kitchen equipment: Coffee maker___ Kettle___ Microwave___ Other___

Total Donation Owing _____

Down Payment Received _____ Date Paid _____ Cash___ Cheque___

Received payment (office signature) _____

Amount Owing (less down payment) _____ Date Paid _____ Cash___ Cheque___

Received payment (office signature) _____

Notes:

Liability:

The Centre is not responsible for any lost or stolen articles as a result of the use of the facility. The user is responsible for any and all damage to the premises and property and shall be responsible for all actions, behavior and damages caused by their guest/attendees. The Centre is not responsible for accidents, injury, illness or loss of group or individual property.

Applicant agrees to defend, indemnify and hold the Active Lifestyles Centre Grey- Bruce harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by the Centre, which results from any scheduled activities or is caused by any participant in any scheduled activities.

Emergencies:

In case of emergency contact 9-1-1

I have read, understand and agree to comply with the rules set forth regarding facility usage including Active Lifestyles Centre Grey-Bruce (person arranging usage)

Name (please print) _____ Signature _____

Organization/Individual/Etc. Name _____ Date _____

Active Lifestyles Centre Grey-Bruce (Person arranging usage)_____

Additional Notes:

Active Lifestyles Centre Grey-Bruce Usage Agreement Information

The Active Lifestyles Centre Grey-Bruce has the following available for usage:

Main Room Capacity:

84 people (with table & chairs)

105 people with arranged theatre style seating

199 people standing

Room Usage:

- Reservations are accepted on a first-come, first served basis
- Space is available for usage for senior groups, not for profit organizations, private functions
- Your reservation is binding with a completed and signed contract with 50% non-refundable down payment for each day rented. Full payment **must** be paid prior to the date of event(s). Please read our Cancellation Policy below.
- Set-up and clean-up is the responsibility of the person(s) or group(s) using the facility. The contact person is responsible to ensure that the room, kitchen and bathroom are clean prior to your departure. The room is to be left the same as was before usage. An hourly fee will be levied to cover all costs associated with the clean-up in the event the user fails to complete work.
- Recycling is encouraged and waste material **must** be taken with the users.
- **Alcohol use and Smoking are strictly prohibited.**
- **Use of lighted candles, open flames and catalytic burners is strictly prohibited.**
- In the event that your function begins before or extends past the normal office business hours or on weekends, you will need to sign out a key to the facility during regular office business hours (Monday-Friday 9:30-12:30) prior to your event. The key must then be returned to the office the next business day.
- Parking is limited at the Centre, however additional parking is available in the Bayshore Community Centre parking lot.
- All exit doors and fire routes must be kept clear and accessible in case of emergencies. It is the responsibility of the user to ensure that the facility capacities posted at the Centre are not exceeded at their event.
- Users will be responsible for all and any loss or breakage that occurs while using the facility. Please notify the office of any broken or malfunctioning features within our Centre.
- Any public advertising of your event **must** state *'This event does not necessarily reflect the mission and opinion of the Active Lifestyles Centre Grey-Bruce.'* Please do not give our phone number as a contact for your event
- Remove all materials used by your group each time, unless storage has been authorized at the time of signing the agreement.
- Active Lifestyles Centre Grey-Bruce accepts donations for use of space in cash or cheque. Signed receipts will be required by both parties. Payment by cheque is preferred. The Centre appreciates donations which help offset the cost of operating the building use.

Liability:

The Centre is not responsible for any lost or stolen articles as a result of the use of the facility. The user is responsible for any and all damage to the premises and property and shall be responsible for all actions, behavior and damages caused by their guests and or attendees. The Centre is not responsible for accidents, injury, illness or loss of group or individual property.

The Applicant agrees to defend, indemnify and hold the Active Lifestyles Centre Grey-Bruce harmless from any and all liability for injury or property occurring as a result on any activities and agrees to pay for any and all damages to the facility, building, equipment or furniture owned or controlled by the Centre, which results from any scheduled activities or is caused by any participant in any scheduled activities.

Emergencies:

In the event of an emergency contact 9-1-1

<p>I have read, understand and agree to comply with the rules set forth regarding the facility usage including Active Lifestyles Centre Grey-Bruce (person arranging usage).</p> <p>Organization Name: _____</p> <p>Name: _____ Please Print</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Active Lifestyles Centre Grey-Bruce Representative:</p> <p>_____</p> <p>Additional Information:</p>
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