

RULES AND REGULATIONS

1. It is the renter's responsibility to contact the School District of Whiteshell Division Office (204-753-8366) to arrange for a walk-through of the facility prior to the event.
2. The renter will be responsible for obtaining keys for the facility at the LGD of Pinawa Municipal Office prior to the rental. The renter will be responsible for returning keys to the LGD of Pinawa Municipal Office as soon as possible following the rental.
3. It is the renter's responsibility to request adequate pre/post event time so they are able to complete their facility set up and take down for the event. A flat fee will be charged for pre/post event time as per the rental application. If the renter exceeds the hours requested, the renter agrees to pay for additional hours as per the rental application.
4. All rentals will require a security/damage deposit of \$500.00. Refund of the deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. The permit holder must pay all damages arising from the use of the facility even if above the deposit.
5. All rentals will require a cleaning deposit of \$200.00. Refund of the deposit will take place if no further clean up is incurred outside of the regular custodian services included in the rental fee. If further clean up is required the following day, the renter will be billed accordingly.
6. It is the renter's responsibility to ensure all required licenses are secured and provided two (2) weeks prior to the date of the event or function. (i.e., Liquor, Smart Serve Certificate and Liability Insurance). Event will NOT be permitted until the LGD of Pinawa has received a copy of the Liability Insurance.
7. It is the renter's responsibility to ensure all decorations, belongings and alcohol are removed from the facility, and all garbage is placed in the dumpster located behind the facility at the end of the rental.
8. It is the renter's responsibility to ensure all chairs are stacked 10 high, tables are washed and these items are returned to the storage room.
9. It is the renter's responsibility to adhere to and enforce the non-smoking ordinance.
10. It is the renter's responsibility to ensure all lights are turned off and the building is secured at the end of the rental.

I/We certify we have read the Facility Rules and Regulations as described above and agree to conform hereto and to be strictly bound thereby.

Signature of Renter

Date

Credit Card Authorization Form

PLEASE COMPLETE THIS AUTHORIZATION FORM AND RETURN
All information will remain confidential

Name of Cardholder

Billing Address

Credit Card Type:

Visa

Mastercard

Credit Card Number (16 digits)

Expiration Date

Month _____

Year _____

Security Number (CVV)

By signing this form, I authorize the Local Government District of Pinawa to charge my credit card provided herein, for all additional costs incurred.

Signed

Dated
