



THE TOWN OF COMOX COMMUNITY CENTRE AND SATELLITE FACILITIES

1855 Noel Avenue, Comox, B.C. V9M 2H4

Telephone: 339-2255 Fax: 339-0814

www.comoxrecreation.com

FACILITY BOOKING APPLICATION

1. Permission is requested for the use of _____ Date _____
(area)
2. Between the hours of (must include setup and cleanup time) _____
3. Time event begins _____
4. Brief description of activity _____
5. Equipment requested: Chairs # _____ Tables # _____ Kitchenware # _____
P.A. System _____ Stage _____ TV/VCR _____
Other (be specific) _____

I being 19 years of age or over understand the conditions as stated on reverse concerning rental of facilities and am authorized to accept responsibility for use of facility listed in (1) above.

Name (please print) _____ Date _____

Mailing Address _____ Postal Code _____

Telephone: () _____ Fax () _____ Signature _____

Basic Rate	\$ _____
Administration Fee	\$ _____
Additional Janitorial Fees	\$ _____
Tax	\$ _____
Deposit Due (25%)	\$ _____
Balance Due	\$ _____
Damage Deposit.....	\$ _____

Facilities Available: Yes No

Staff Signature _____

Insurance: Required Waived

(Refer to Clause #10 on Reverse)

Approved Not Approved

DL Required - DL# _____

Final Approval _____

Additional Comments: _____

USER GROUP AGREEMENT WAIVER INDEMNITY

The user agrees that there is no warranty expressed or implied on the part of the Town of Comox as to the suitability or condition of the premises hereby demised and that the Lessee accepts the said premises at his own risk and that the Lessee covenants to indemnify and save harmless the Town of Comox from all loss, costs, and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The Lessee agrees to indemnify the Town of Comox for any loss or damage to the Town of Comox to which the lease relates. The Lessee understands and agrees that this lease may be released or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever.

I/We the undersigned, being 19 years of age or over hereby agree to accept for and on behalf of the named organization the allotment of the Town of Comox accommodation and the conditions as stated above, and to conform with the "Conditions Governing Rental of the Town of Comox Facilities" set out on the reverse hereof and forming part of this agreement.

Signature of Lessee: _____ Signature of Witness: _____

Position in Organization: _____ Date: _____

CONDITIONS GOVERNING RENTAL OF TOWN OF COMOX FACILITIES

1. Lessees of the Town of Comox must comply with all applicable Fire By-Laws and Regulations. These include using only fire-proofed stage props, not exceeding the seating capacity and keeping exits clear. Smoking is not permitted in Town buildings.
2. Adequate supervision is essential and lessees of the Town of Comox facilities are required to give this careful attention, be prepared to pay for any damage done and, if requested, provide evidence of financial responsibility (i.e. carrying of appropriate liability insurance). Persons attending any function in a Town of Comox facility must obey all reasonable directions of the Town of Comox employee in charge of the building at the time.
3. All facilities are rented on an AS IS basis. This applies to suitability, condition, service, and the Town of Comox's obligation is restricted to the provision of facilities as they exist at time of rental.
4. Additional charges to cover necessary expenses may be levied by the Town of Comox if, following a lessee's occupancy of the Town of Comox facilities, additional custodial or maintenance service is required as a result of litter or the Town of Comox premises being left in an unacceptable condition.
5. Equipment is not normally included in the rental unless prior arrangements for use of such equipment are made by the lessee.
6. The Town of Comox will not be responsible for any property left on Town premises by the lessee.
7. The following activities will not be permitted:
 - (a) Illegal activities.
 - (b) Any activity likely to cause damage or such as might bring the Town of Comox into disrupt.
 - (c) Absolutely no confetti is permitted in any facility.
8. Security deposits are not-refundable and are required at time of booking.
9. It is the Lessee's responsibility to ensure that all necessary permits are acquired and the conditions of the Permits are adhered to.
10. **INSURANCE:**
 - a) The Lessee shall at their expense, throughout the term of this Agreement, maintain and pay for a comprehensive general liability insurance policy or policies with a limit of not less than \$2,000,000.00 inclusive per occurrence for bodily injury and property damage.
 - b) The Town of Comox shall be added as an additional named insured.
 - c) The Lessee shall furnish the Town of Comox with a certificate or certificates of insurance as evidence that such insurance is force including evidence of any insurance renewal of policy or policies. Every certificate or certificates of insurance specifically conforms to all the provisions required therein.
 - d) Maintenance of such insurance and the performance by the Lessee of their obligations under this clause shall not relieve the Lessee of liability under the indemnity provisions here and above set forth.
 - e) The Lessee shall indemnify and save the Town of Comox harmless from any and all claims, demands, actions, liabilities, costs, suits or damages howsoever arising in respect of any matter or thing which the Lessee does or fails to do in connection with this Agreement.

**FAILURE TO COMPLY WITH THESE CONDITIONS CAN RESULT IN
CANCELLATION OF USE OF THE FACILITY**