

# Eastview Community Centre

## Permit for use of the facility

Facility managed by the Queen City Eastview Community Association (QCECA)

Organization: \_\_\_\_\_ Non-Profit Incorporation # \_\_\_\_\_

Permit holders Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home/Cell Phone: (\_\_\_\_) \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home/Cell Phone: (\_\_\_\_) \_\_\_\_\_

**EQUIPMENT REQUIRED:** Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Coffee Urn \_\_\_\_\_ (size)

**OTHER EQUIPMENT:** \_\_\_\_\_

**OTHER INFORMATION:** \_\_\_\_\_

**NOTE:** *The licensee is responsible for set-up/take-down/clean-up of facility/equipment used unless otherwise stated.  
Any service call will cost an additional \$20.00 (alarm, complaint from other client, etc.)*

Will you be charging an admission or registration fee for this activity? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be serving alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes, read regulation #8 and #17 on reverse)

Liquor license: **NO** (to be submitted before event date) **YES** (SLGA# \_\_\_\_\_)

Host Liquor Liability Insurance (5 Million): **NO** (to be submitted before event date) **YES** (copy provided)

**OFFICE USE ONLY**

Area of Facility	Activity	Start & Finish Time	Day of Week	Date Commencing	Date Terminating	# of Sessions	# of People
1							
2							
3							
4							

1. Rental fee: \_\_\_\_\_ (/hour) X \_\_\_\_\_ (hrs) = \_\_\_\_\_ = \_\_\_\_\_ Total

2. Rental fee: \_\_\_\_\_ (/hour) X \_\_\_\_\_ (hrs) = \_\_\_\_\_ = \_\_\_\_\_ Total

3. Rental fee: \_\_\_\_\_ (/hour) X \_\_\_\_\_ (hrs) = \_\_\_\_\_ = \_\_\_\_\_ Total

4. Rental fee: \_\_\_\_\_ (/hour) X \_\_\_\_\_ (hrs) = \_\_\_\_\_ = \_\_\_\_\_ Total

Cleaning/ Damage Deposit = \_\_\_\_\_ Total

Security fee: \_\_\_\_\_ (/hour) X \_\_\_\_\_ (hrs) = \_\_\_\_\_ = \_\_\_\_\_ Total

**Security services are required for any event in which alcohol is served.** TOTAL CHARGE: \_\_\_\_\_

Form of payment: Cash: \_\_\_\_\_ Cheque: \_\_\_\_\_ (cheque number: \_\_\_\_\_) Date paid: \_\_\_\_\_

Permit holders signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I hereby declare that I have read and understand the General Rules and Regulations on Page 2 and agree to comply.***

**GENERAL RULES AND REGULATIONS**

In consideration of the terms and conditions set out below, the City of Regina, the QCECA and the Licensee agree as follows:

1. The City of Regina or the QCECA may cancel this Permit at any time with or without cause. In addition, the City of Regina or the QCECA may cancel this Permit without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Licensees within a reasonable time. If the Permit is cancelled the Licensee will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. Further, the City of Regina or the QCECA may change the date of the Permit if the facility is required for other purposes. Advance payment fees will be refunded if this occurs.
2. The Licensee agrees to pay the applicable Permit fees in accordance with the terms under 'payment method' set out on the front of the Permit. When a booking is made less than 7 days in advance, the Licensee agrees to pay the applicable Permit fees at the time of booking. Failure to comply with this will result in cancellation of the Permit by the City of Regina or the QCECA.
3. The Licensee is required to pay a cleaning/damage deposit to compensate the City of Regina or the QCECA for any extra maintenance, damage, theft or callout costs. If the deposit is not used it will be returned to the Licensee less any applicable administrative charges.
4. If the Licensee wishes to cancel this Permit, the Licensee must provide the QCECA with written notice of the cancellation at least 7 days in advance of the reserved dates and times set out in the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit.
5. This Permit is granted for the exclusive benefit of the Licensee and may not be transferred, assigned or sub-licensed to any other party.
6. The Licensee is responsible for the conduct and supervision of all persons using the facility on the dates and times set out in the Permit, including additional setup or cleaning times.
7. The Licensee hereby agrees to save harmless and indemnify the City of Regina and the QCECA against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
8. The Licensee should purchase insurance to protect against any risks that are associated with the Licensee's activity. The Licensee should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any City of Regina property or assets, the City of Regina may seek to recover those damages from the Licensee. The City of Regina or the QCECA is not responsible for any losses that the Licensee causes. The City of Regina or the QCECA does not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Licensee's activity.
9. The City of Regina or the QCECA is not responsible for the loss or theft of the Licensee's property, or the property of anyone attending at the invitation of the Licensee.
10. The Licensee is responsible for all damage to facilities, equipment or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future Permit requests will not be considered for any Licensee that has an outstanding account with the City of Regina or the QCECA in this regard.
11. The City of Regina or the QCECA reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
12. The Licensee is subject to any provisions set out in any additional licensing or lease agreements that the Licensee has entered into with the City of Regina or the QCECA.
13. The Licensee understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.
14. The facility will be available for use only upon presentation of the Permit to the manager in charge. The facility is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit. Any additional timed used will be taken from the deposit accordingly.
15. The Licensee is prohibited from charging any admission fee for the use of the facility unless authorized by the City of Regina or the QCECA.
16. The Licensee is prohibited from selling any goods or services in the facility except as covered by written agreement with the City of Regina or the QCECA. Where the Licensee is authorized to sell goods or services, this shall be noted on the Permit.
17. The Licensee is prohibited from having any alcoholic beverages in the facility unless the City of Regina or the QCECA gives written permission and the Licensee obtains a special occasion permit from Saskatchewan Liquor and Gaming Authority as well as host liquor liability insurance from an insurance broker.
18. No smoking shall be permitted in the facility.
19. The Licensee must ensure that keys or access cards for the facility are picked up, used and returned in accordance with the policy applicable to that facility. Where the Licensee fails to return a key or access card, the Licensee will be responsible for all costs associated with replacing the facility's locks.
20. The Licensee is solely responsible for payment of any applicable license fees to copyright societies (eg: SOCAN) with respect to the playing of live or recorded music in the facility.
21. The Licensee may not place any advertisement, notice, picture or decoration in the facility without the prior written consent of the City of Regina or the QCECA.
22. The Licensee will be held responsible for any damage that occurs as a result of the Licensee not securing the facility or setting the alarm system as required.