

Terms for Booking the Multifunctional Centre:



1. Objective of the Reservation Policy/Procedures

This policy aims to establish clear and transparent guidelines for reserving the facilities of the Shediak Multifunctional Centre to meet the varied needs of users and ensure fair and efficient use of spaces.

2. Scope of the Policy

These procedures apply to all reservation requests for the facilities of the Shediak Multifunctional Centre, including the large hall (ABCD), individual rooms (E and F), the kitchen, bar service, and the art gallery (Corrid'Art).

3. Terminology

In this policy, unless the context indicates otherwise:

Tenant: A business, organization, or person aged 18 or older, responsible for signing the rental contract with the municipality of Shediak.

Landlord: Municipality of Shediak.

Occasional Rental: Irregular rental.

Recurring Rental: Regular rental (weekly or monthly).

Resident: Any individual domiciled or legal entity located in Shediak, or who owns a property within the Municipality's territory.

Non-resident: Any individual not domiciled or owning property, or any legal entity not located in Shediak.

NPO: Non-profit organization within the Municipality of Shediak or outside but serving the population of Shediak.

Event Type: Major (+200 people) or minor (-200 people).

For-profit Organization: An entity pursuing profit objectives and operating within or outside the city of Shediak but interacting with or serving the population of Shediak.

4. Priority of Use

4.1. Reservations will be processed in the order of receipt.

4.2. Events organized by the Town of Shediac, or its community partners may receive usage priority, subject to availability.

5. Authorized Activities

5.1. The facilities of the Shediac Multifunctional Centre can be reserved for various activities, including meetings, conferences, weddings, performances, celebrations, and similar events.

5.2. Activities must be community, leisure, training, meeting, or social gatherings (family parties, baptisms, funerals, etc.).

5.3. Activities must be safe for participants and spectators, not cause damage to the building, facilities, and equipment, and respect the maximum capacity of the room.

5.4. The Municipality reserves the right to refuse a rental if it deems the activity exceeds the room's capacity or if the nature of the activity is unsuitable for the space.

6. Pricing

Users seeking specific information on rental rates should refer to the current rate schedule, available from Shediac Town authorities or on the municipality's official website.

7. Alcohol Permits for Beverage Sales

7.1. Event organizers wishing to serve alcohol do not need to obtain an alcohol permit. The Multifunctional Centre holds a valid permit, allowing us to serve alcoholic beverages during events organized on our premises.

7.2. Only alcoholic beverages purchased at the Centre's bar can be consumed on-site. Bringing outside alcoholic beverages is strictly prohibited.

7.3. Anyone wishing to consume alcoholic beverages must prove their age with identification if they appear to be under 30.

7.4. It is the organizer's responsibility to ensure guests consume alcohol responsibly. The Centre reserves the right to refuse alcohol service to anyone appearing intoxicated and causing disturbances.

7.5. We encourage organizers to arrange safe transportation for their guests, such as taxis or carpooling. Any inappropriate or dangerous behavior will be reported to the authorities.

7.6. Non-compliance with this policy may result in sanctions, including but not limited to expulsion from the event, additional fees, or a ban on future reservations of our facilities.

8. Setup/Teardown of the Multifunctional Centre

8.1. Setup and teardown of room equipment and decorations are handled by designated Shediac municipal staff. To ensure efficient and respectful execution, please note that additional fees will apply if your event

ends after 10 PM. These fees are \$100 per hour of overtime to cover extended work hours. Please allow 4 hours for room setup and 4 hours for teardown for optimal event management. If you know your event will end after 10 PM, please notify us at least 4 weeks in advance to schedule the necessary staff.

8.2. When preparing the venue, it is forbidden to use materials or objects that could damage the room. Drilling holes in the walls is prohibited.

8.3. The use of adhesive tapes or staples on walls, propane tanks inside the building, and portable cooking appliances is prohibited. Only stove-type appliances are allowed.

8.4. Setup and teardown time must be included in the rental period.

8.5. Any request for modifications to the Centre must be pre-approved by the administration.

8.6. To simplify the process and ensure a seamless experience, we offer three different setup options for weddings. If you choose not to use one of our pre-established options, you will be responsible for configuring your space according to your specific needs. Our team will gladly guide you through our setup options and provide any necessary assistance in a timely manner to ensure your event is memorable and stress-free.

8.7. For smooth operation and to best meet your needs, we request that for any event other than a wedding, you submit a setup plan at least two weeks before the scheduled date. This plan should include the desired layout and any specific requests regarding necessary equipment or decorations. This measure will help us better prepare your event and ensure flawless execution on the day.

9. Supervision

The tenant is responsible for the premises and ensures supervision for the rental duration, except for weddings, where security is included in the reservation price. The Centre's administration reserves the right to require security services for the tenant's event.

10. Rental Procedures/Standards

10.1. Reservation Request

To facilitate the reservation process and ensure our facilities' availability, we offer multiple reservation options for the Multifunctional Centre. You can reserve in person, by phone, or by email. For any reservation other than a wedding, please submit your request at least 7 days before the event. For weddings, we strongly recommend booking your date at least one month in advance, and the earlier, the better. Reservations can be made up to two years in advance. This procedure ensures adequate planning and best meets your needs.

10.2. Reservation Confirmation

To confirm a reservation, the tenant must make a 50% deposit of the total reservation cost and sign the rental contract.

10.3. Payment

Full payment of the rental contract is required at least 7 days before the event. If payment is not made within this timeframe, the Municipality reserves the right to cancel the reservation without refunding the 50% deposit. Additionally, no-show or late cancellation fees will apply. A 50% deposit is required at the time of booking, and for extended reservations (e.g., a 14-day room reservation), additional fees will apply for no-shows. Furthermore, any additional costs incurred during the event, such as using extra inventory or exceeding the agreed rental time, must be paid within 7 working days following the event. Failure to pay these fees within this timeframe may result in additional charges or other measures per the rental contract terms. These measures ensure responsible use of our facilities and minimize the impact of unfulfilled reservations on our event calendar.

10.4. In all cases, the total rental cost must be paid by credit card, check (payable to the Town of Shediac), debit, or cash no later than 10 days before the activity date. Otherwise, the reservation will be canceled.

10.5. Refusal

The Municipality of Shediac reserves the right to refuse rental to individuals and organizations that have not complied with previous rental contract conditions.

10.6. Liability

If the tenant does not comply with government laws, the municipality is not responsible for any resulting liabilities. The tenant is solely responsible for any personal or material damages to people and rented premises, including equipment, both inside and outside, during events open to the public. Repair or replacement costs of damaged equipment will be charged to the tenant and deducted from the security deposit. Additional charges may apply if costs exceed the security deposit. The Municipality is not responsible for loss, damage, or theft of the tenant's or guests' property.

10.7. Smoking Ban

Smoking is strictly prohibited within the premises and within 9 meters of the establishment's doors. Any organization or individual renting a room is responsible for enforcing the tobacco law. Any fine imposed on the municipality due to non-compliance will be charged to the offending tenant.

10.8. Subletting

The tenant cannot sublet, lend for free, or transfer usage rights of the rented premises. They also cannot change the activity for which they made the reservation without written authorization from the Municipality.

10.9. Emergency Exits

The tenant must ensure emergency exits remain clear, visible, and accessible at all times.

10.10. Insurance

The Municipality may require the tenant to provide proof of all-risk liability insurance for the rental duration.

10.11. Cleanliness

The tenant must return the rented premises in the condition they were at the time of possession, ready for cleaning. Regular housekeeping costs are included in the rental fee. However, if the Town of Shediac deems the rented premises in a state requiring more than regular cleaning, service fees and a 15% administration fee will be charged to the tenant.

10.12. Kitchen Access

Access to the kitchen is available for an additional fixed fee of \$150. Kitchen access includes using one refrigerator, oven, and microwave. No other accessories are provided. The tenant must clean all used appliances before the end of the rental period.

11. Modifying or Canceling the Reservation

11.1. Requests for reservation modifications or cancellations must be submitted in writing at least 10 days before the event date. Cancellation fees may apply depending on the timeframe and circumstances. Any cancellation or modification of the rental contract by the tenant must be confirmed in writing to the Municipality.

Refunds will be evaluated based on the date the

Date of Receipt of Cancellation or Modification Request	Refund
More than 15 working days	A credit will be deposited to your account
Between 1 month and 8 days before the rental	50% credit of the total contract payment. The deposit is not refundable.
Less than 7 days before the rental	No refund
After the rental	No refund

11.2. Cancellation Due to Force Majeure

The Municipality reserves the right to cancel a rental at any time and without notice in situations such as strikes, riots, decrees, directives from any public authority, force majeure, emergency measures, or for any cause beyond its control. In such a situation, the tenant will be fully refunded but will have no claim or right to seek damages for any loss, damage, or expense whatsoever.

11.3. Cancellation by the Town of Shediac

In the event of a cancellation by the Town of Shediac for any other reason, notice will be sent to the tenant as soon as possible, and a refund of the total rental cost will be made. If the Town is unable to relocate the activity to its other facilities, the tenant will have no claim or right to seek damages or reimbursement for any loss, damage, or expense whatsoever.

11.4. Termination for Contract Default

Failure to comply with the terms of the contract, any omission, or intentional misrepresentation by the tenant at the time of signing the contract or thereafter exposes the tenant to immediate termination of the rental contract. In this case, the tenant will have no claim or right to seek a refund for any loss, damage, or expense whatsoever.

12. Catering Service

The tenant has the freedom to choose their caterer for the event. However, it is the tenant's responsibility to inform the Shediac Multifunctional Center of the chosen caterer. Regarding catering services, it is imperative that the Multifunctional Center is informed of the caterer's scheduled hours, including arrival and departure times. This information is crucial to adequately plan the presence of staff on site according to the caterer's needs. We thank you for your cooperation in ensuring the smooth running of your event.

13. Food

The tenant is free to bring food into the Center. However, if access to the kitchen is required, it is the tenant's responsibility to inform the Shediac Multifunctional Center. Kitchen rental fees will apply.

14. BEFORE LEAVING THE ROOM, THE TENANT MUST ENSURE:

Cleaning the kitchen counters;

Cleaning the used dishes and kitchen accessories;

Cleaning and rinsing the kitchen sink;

Cleaning and returning the carts to their original location, if used;

Ensuring that all your trash is placed in the provided bins. If additional bins are needed, the tenant must request them from the maintenance team at the center;

15. Policy Effective Date

This policy comes into effect on June 25, 2024.

Contract Signature:

Regulations
Multifunctional Center

The Municipality of Shediac issues rental contracts for the multifunctional center.

The Contract and the Contract Holder

1. The contract holder must be at least 18 years old.
2. The rental fees are _____\$
3. The contract must be signed and a copy must be submitted to the logistics officer at least 15 working days before the first date specified in the contract, failing which access to the facilities may be denied.
4. A deposit of 50% of the rental amount will be required upon signing the contract.
5. It is the responsibility of the contract holder to inform the members of their group who will be using the municipal facilities of the terms of this contract.

Contract Signature

The contract holder agrees that they have read and fully understood the above general policies, and that they will comply with them.

I acknowledge that I have read and accept each of the clauses of this reservation contract.

(DD/MM/YY)

SIGNED ON

SIGNATURE

NAME IN BLOCK LETTERS

DESIRED PARK NAME

Note: The terms of the contract will be reviewed annually.