Landmark East School
708 Main Street
Wolfville, Nova Scotia
B4P 1G4 CANADA
902-542-2237
info@landmarkeast.org
www.landmarkeast.org

LANDMARK EAST ROTARY RECREATION CENTRE RENTAL AGREEMENT

THIS RENTAL AGREEMENT ("Agreement") IS ENTERED INTO BETWEEN:

LANDMARK EAST SCHOOL
708 Main Street
Wolfville, Nova Scotia B4P 1G4

AND

Name of Renter: _____

Organization (if applicable): _____

Address: _____

_____

Phone(s): _____

Email: _____

RENTAL RATE

- $40 per hour ($35 plus applicable taxes).
- Rental Deposit: A deposit of $250 is required per rental term to confirm the booking. This amount will be credited toward the total rental fees for that term.
- A minimum booking of one (1) hour applies

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1. RENTAL DETAILS

Purpose of Rental/Type of function: _____

Anticipated number of participants/attendees: _____

Date(s): _____

Time(s): _____

Total Hours: _____

2. PAYMENT TERMS

- Full payment is due at least 48 hours prior to the scheduled booking time unless otherwise approved by Landmark East School.
- With respect to long-term rentals, invoices will be issued monthly, unless alternate arrangements have been made with the school.
- if a group wishes to pay in advance for the entire booking term, this arrangement can be made as well.

- Accepted methods of payment include e-transfer to payments@landmarkeast.org or cheque payable to Landmark East School.
- Bookings are not confirmed until payment has been received.

3. CANCELLATION POLICY

- Cancellations made by the Renter at least 48 hours prior to the scheduled booking time will receive a full refund or credit toward a future booking.
- Cancellations made by the Renter less than 48 hours prior to the scheduled booking time are non-refundable.
- Landmark East School reserves the right to cancel bookings due to school requirements, emergencies, weather conditions, or unforeseen circumstances. In such cases, a full refund or credit will be provided.
- Bookings cancelled due to weather-related school closures will receive a refund or credit.

4. USE OF FACILITY

- The Renter agrees to use the facility only for the purpose identified in this Agreement.
- Renters should not use school equipment unless specifically authorized to do so.
- Renters should not bring in equipment that has not been approved by Landmark East School.
- Rental includes use of the facility only unless otherwise specified in writing.
- Set-up and take-down time must be included within the booked rental period.
- Access is limited to approved areas of the facility.

5. SUPERVISION AND RESPONSIBILITY

- The Renter must provide adequate adult supervision at all times during the rental period.
- The Renter is responsible for the conduct, supervision and safety of all participants, spectators, guests and invitees attending as part of the rental.
- Where minors (age younger than 19) are involved, the renter is responsible for ensuring appropriate adult supervisor based on the activity and number of participants.
- Unsupervised minors (age younger than 19) are not permitted in the facility.

6. RULES AND CONDUCT

- All participants are required to wear clean, non-marking footwear.
- Food and beverages are prohibited in the facility, except for water, unless prior approval in writing has been granted.
- Smoking, vaping, alcohol, cannabis, and illegal substances are prohibited inside the facility and anywhere on school property.
- All participants must respect school property, equipment, staff, and posted facility rules.
- Unsafe, disruptive, or inappropriate behaviour may result in immediate termination of this Agreement without refund.
- The renter must comply with all applicable laws, regulations, school policies and facility rules and with any reasonable direction provided by Landmark East School Staff.
- The following activities involving the use of open flame, candles, pyrotechnics, propane or similar hazards, and strictly prohibited.
- Landmark East School reserves the right to refuse or terminate facility use where the Renter fails to comply with this Agreement or where the use is deemed unsafe or inappropriate.
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7. DAMAGE AND CLEANLINESS

- The Renter agrees to leave the facility in the same condition in which it was found.
- Any damage, safety concern, or maintenance issue must be reported immediately to gymnasium@landmarkeast.org.
- The Renter is financially responsible for any damage, loss, or excessive cleaning resulting from the actions of the Renter or any participant, spectator, guest, or invitee associated with the rental.

8. INSURANCE AND LIABILITY

- The renter shall provide proof of Insurance evidencing the required coverage prior to the rental.
- Commercial General Liability Insurance. The Renter shall, at its expense, obtain and keep in force for the duration of the rental Commercial General Liability Insurance satisfactory to Landmark East School and underwritten by an insurer licensed to conduct business in the Province of Nova Scotia. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include, but not be limited to:
    - A limit of liability of not less than $2,000,000 per occurrence, with an appropriate aggregate
    - **Landmark East School added as an Additional Insured with respect to the operations of the Renter**
- The Renter assumes full responsibility for all activities conducted at the Facility during the rental period.
- **The Renter agrees to indemnify and hold harmless Landmark East School, its employees, directors, officers, volunteers, agents, and representatives, from any negligence, claims, liabilities, injuries, losses, damages, or costs and expenses arising from the Renter's use or occupancy of the facility and the acts or omissions of the renter for whom it is responsible.**

9. ACCESS AND SECURITY

- Access to the facility will be provided at the scheduled rental time.
- The Renter must vacate the premises promptly at the conclusion of the booking period.
- The Renter is responsible for ensuring that participants and guests remain within the authorized rental areas and that any access codes provided remain under the renter's control and are not shared.
- Parking is in designated areas as identified by Landmark East School.

10. EMERGENCIES

- In the event of a medical emergency, the Renter must call 911 immediately.
- First aid kits are located in the vestibule area.
- All accidents, injuries, incidents, property damage, safety concerns or other incidents during the rental must be reported as soon as possible to gymnasium@landmarkeast.org.

11. ADDITIONAL FEES (IF APPLICABLE)

- Equipment Rental Fee: $ _____
- Custodial Fee: $ _____
- Extended Hours Fee: $_____

12. AGREEMENT

By signing below, the Renter acknowledges that they have read, understood, and agree to the terms and conditions outlined in this Agreement and the accompanying Frequently Asked Questions (FAQ) document, which forms part of this Agreement. The signatory confirms they have authority to sign on behalf of the Organization (if applicable).

Renter Signature: _____

Date: _____

School Representative: _____

Date: _____