

RENTAL RULES

Be sure to check out the rental regulations. A copy of the installation regulations will be emailed.

PAYMENT

Any request for the reservation of a facility or a municipal space must be accompanied by the full payment.

CANCELLATION, MODIFICATION AND REIMBURSEMENTS

1. SEASONAL RENTERS AND SCHOOL GROUPS

- a) A refund will be issued in full (less a \$20 administration fee) with a cancellation notice of seven days or more.
- b) A modification with a minimum of seven days notice will be accepted free of charge.

2. OTHER RENTERS

- a) A refund will be issued in full (less a \$20 administration fee) with a cancellation notice of 14 days or more.
- b) A modification with a minimum of 14 days notice will be accepted free of charge.

The City has the exclusive right to cancel any lease as a result of the closure of its facility and reimburse the applicant if necessary.

3. INVOICING SEASONAL RENTERS

For groups renting for the season, invoicing will be issued monthly.

4. DAMAGE AND INSURANCE

- a) The applicant assumes all responsibility for any damages to the City or to any person arising out of any act, omission, negligence on the part of participants or spectators. In addition, he undertakes to exempt the City from all liability and to indemnify it for any damage resulting from a claim against it.
- b) Youth groups, adult groups and events are recommended to be covered by a liability insurance of at least five million dollars. The City has an agreement with an insurance provider that can cover them at a competitive price.
- c) The renter will be charged all expenses incurred by the City to repair or replace damaged material.
- d) The reservations clerk will contact the renter if a deposit is required.

5. ALCOHOL AND FOOD

- a) If alcohol is served during the activity, it is mandatory for the applicant to obtain a liquor licence from the provincial government and cover the activity with third party liability insurance.
- b) The City of Dieppe does not assume any responsibility for the activities of the agencies in the sale of alcohol and food. The applicant is responsible for complying with the City of Dieppe bylaws as well as with provincial and federal laws governing the sale of food, alcohol and merchandise.
- c) Shelled seafood is not permitted in the facilities. An additional clean-up fee will be charged if this rule is not respected.

6. IMPORTANT RULES

- a) Perform a quick check of the reserved facility before each use and notify the City of any problems or irregularities.
- b) Do not sublet the reserved facility to a third party.
- c) Respect and inform attendees of the emailed facility regulations and ensure proper behaviour of participants and spectators.
- d) Confetti, glitter and bubbles are not permitted in the municipal facilities. Masking, duct or scotch tape is not permitted on the walls. An additional clean-up fee will be charged if this rule is not respected.

The City may suspend or revoke the future use of its facility if regulations or policies are not respected by the organization and its representatives.