



## **RENTAL POLICY of the Eston Community Complex**

The Eston Community Complex and materials may be rented out under the following stipulations:

- Set up and tear down of a room/facility is the responsibility of the renter.
  - Tear down must be complete by 2:00 pm the following day, unless additional time is approved by the Recreation Director. Additional time will be based on facility availability.
- All space(s) and materials used will be left in the same manner and location the renter had found them, clean, tidy and ready to re-rent.
  - Bar jiggers must be returned to their bucket within the mezzanine bar, in a clean state.
  - Rentals which include the projector must be booked in advanced, and will be determined based on availability.
- Larger events will be granted access to the room/facility 24 hour prior to event taking place. Additional time may be provided based on availability on staff and facility.
- Any permits required will be the responsibility of the renter. The renter must notify the Recreation Director once the permits are in place.
- Payment for rentals must be completed no later than two business days after rental takes place.
- Any liabilities that may occur will be the responsibility of the renter, and will not fall onto the Eston & District Recreation Board.
- A damage deposit cheque is necessary prior to rental occurring for the following groups and rooms;
  - Mezzanine- \$200 (excluding meetings)
  - Hall- \$300
  - Curling Rink- \$400
  - Hockey Arena- \$500
  - Rec Hockey Teams- \$900 (time charged per day)
    - Minor and rec hockey will be charged the attached rates, only when there is additional ice time requested and/or for a tournament booking.
- A walk through will be done by the Recreation Director to determine if items were damaged.
  - If items were damaged, the Recreation Director will cash the damage deposit cheque to repair items and reimburse the renter the remainder of the cheque.
  - If items are not damaged, the Recreation Director will return the cheque to the renter upon receiving payment.

### **Charging of Rental Breakdown**

- All commercial or private functions will be charged for the use of the complex and fairgrounds.
- Any RM Snipe Lakes, Town of Eston, community groups, and fundraising events will not be charged provided they are events/activities to and beneficial for the community.
  - However, all groups will be charged for ice rentals.
  - Town of Eston and RM Snipe Lake events/activities are exempt from damage deposits.