

**UNITY VENTURE INC./THE VILLE COOPERATIVE**  
**RENTAL TERMS AND CONDITIONS**

**1. Booking & Payment**

Groups must complete and sign the rental application and submit a holding deposit equal to 50% of the final payment (including tax) to confirm booking. Payment can be accepted in the form of Cash or Cheque (made out to "Unity Venture Inc."). Any waiver of damage deposit does not absolve the renters from the liability of damage done to any part of the premises or furniture, equipment and fixtures therein. User Groups will be allowed to use only those facilities indicated on the application form and only during the times designated.

**2. Cancellation Policy and NSF cheque**

If the client should cancel the rental agreement with The Ville for any reason with less than three weeks' notice, the deposit fee will be retained by The Ville. A \$20 administration fee will be applied to all refunds and NSF cheques. If The Ville is forced to close or cancel a booking unexpectedly due to circumstances beyond The Ville's control (e.g. severe weather, fire, etc.), the client will have the right to reschedule their activity at no additional cost, or be reimbursed their deposit fee.

**3. Cleaning and Setting Up**

At the discretion of the centre, a damage deposit may be due at the time of booking. Damage deposit will be released after your event, providing no damage or extra clean up services have been assessed and that all payments have been received. Please note that all damages to inventory, equipment or property will be subject to an additional charge based on the costs of repair and/or clean up of the rental space, plus a 10% administration fee. Any decorations which Users wish to set up must meet current Fire Marshall Regulations. "Candles or any other item which contains an open flame", are strictly forbidden. Only clean, non-marking, soft-soled shoes are to be worn in the gymnasium. Users are responsible for leaving The Ville Cooperative's facility in the same physical condition as when it was rented, which includes removing garbage and decorations associated with their event, returning tables and chairs to their original locations, and cleaning up major spills as they occur. Renters will clean and vacate the premises and return Unity Venture Inc.'s property and equipment, if any, and remove all their and their invitees' / guests' / vendors' / caterers' / sponsors' equipment and property promptly by the event or activity termination time predetermined in the agreement.

**4. Food and Alcohol**

Clients have the option of choosing their own caterer and cuisine. No liquor may be served or sold on the site at The Ville Cooperative without a Special Occasions Permit. Clients must make their own application for a Special Occasions Permit from the Department of Public Safety or use a licensed caterer or bar service. A copy of your Special Occasion Permit must be forwarded to [info@theville.ca](mailto:info@theville.ca) prior to the beginning of your rental period. Forms are available online from the Department of Public Safety at [http://www2.gnb.ca/content/gnb/en/services/services\\_renderer.200824.html](http://www2.gnb.ca/content/gnb/en/services/services_renderer.200824.html) and will require the centre's signature before submitting. Any room rented in which food is being held must be swept and mopped after the event, during clean up.

**5. Front of House, Publicity Services**

The Ville does not provide any front of house services at this time. All publicity and ticket sales are the responsibility of the client. For free publicity of your event on Arts & Culture, information can be sent to [frederictonartsnews@gmail.com](mailto:frederictonartsnews@gmail.com). Other free options include [www.kijiji.ca](http://www.kijiji.ca), <http://calendar.wellnessnb.ca/>, [tourism@fredericton.ca](mailto:tourism@fredericton.ca), and on TV and radio websites as well.

**6. Hours**

All performances and public events at The Ville are to end by 12am. Arrangements for take down/clean up after 12am must be approved by The Ville's staff.

**7. Insurance Service and Fees**

While on-site at The Ville Cooperative facility, clients are responsible for any damage or harm to their own property and personnel. They also accept responsibility for any damages to Unity Venture's property and equipment by the user or one of his/her members, guests or participants. The user is aware that Unity Venture Inc. does not carry liability insurance for the benefit of the user. The user agrees to indemnify, defend and save harmless Unity Venture Inc. and its employees, agents, contractors, volunteers, guests of all liabilities, claims, actions or damages arising from the use of the centre by the User.

**8. Keys**

If keys are needed, please ensure that keys are picked up during our office hours before your event. \$25 per key will be charged for the replacement of key(s). Doors must be locked and keys must be dropped off in the key drop box outside The Ville's office door immediately after your event. A deposit of \$10 per key is required; this can be waived if damage/rental deposit has been received.

**9. Noise & Smoking Policy**

Under the City of Fredericton By-Law No. S-13, a by-law respecting disturbance by noise, states that, 'No person shall make, or permit to be made, any noise within the City of Fredericton likely to cause a public disturbance or otherwise disturb inhabitants of the City of Fredericton.' Smoking is strictly prohibited anywhere in The Ville Cooperative.

**10. Security**

If The Ville deems that security should be in place for any events, the individual/organization renting the facility will need to have Security personnel approved by The Ville administration.

**11. Smoking**

Smoking is strictly prohibited both anywhere inside of The Ville Cooperative's facilities, and within a 10 meter radius of the facility.

**12. Timing**

Compliance with the foregoing time schedule will be strictly required, and renters' failures to do so may result, in additional rent payable. Set up and take down times must be included within the hours rented. There will be no compensation for unutilized hours, if the event/activity runs shorter than the duration contracted for.