Killarney Lake Rotary Centennial Lodge Special Event Information



Special Event Package A

Included

- Rotary & Tadpole Room
- Set up the night before between 6pm - 10pm
- Day of access between 12pm until 12am
- Custodial fee; includes all cleaning except kitchen and dishes
- Kitchen; including coffee/tea urns & kettles
- White linens, cutlery & dishes
- Podium, TV with HDMI input and Wifi
- Portable bar

Rotary Room Set-up/Capacity:

- Up to 12 round tables, 8 seats each with head tables for 8-10 people *or* 110 people theatre Style/rows of chairs



Rate: Click here

$250 deposit required to hold the date

Special Event Package B

Included

- Rotary & Tadpole Room
- Day of access between 12pm until 12am
- Custodial fee; includes all cleaning except kitchen and dishes
- Kitchen; including coffee/tea urns & kettles
- White linens, cutlery & dishes
- Podium, TV with HDMI input and Wifi
- Portable bar

Rotary Room Set-up/Capacity:

- Up to 12 round tables, 8 seats each with head table for 8-10 people *or* 110 people theatre Style/rows of chairs

Rate: Click here

$250 deposit required to hold the date

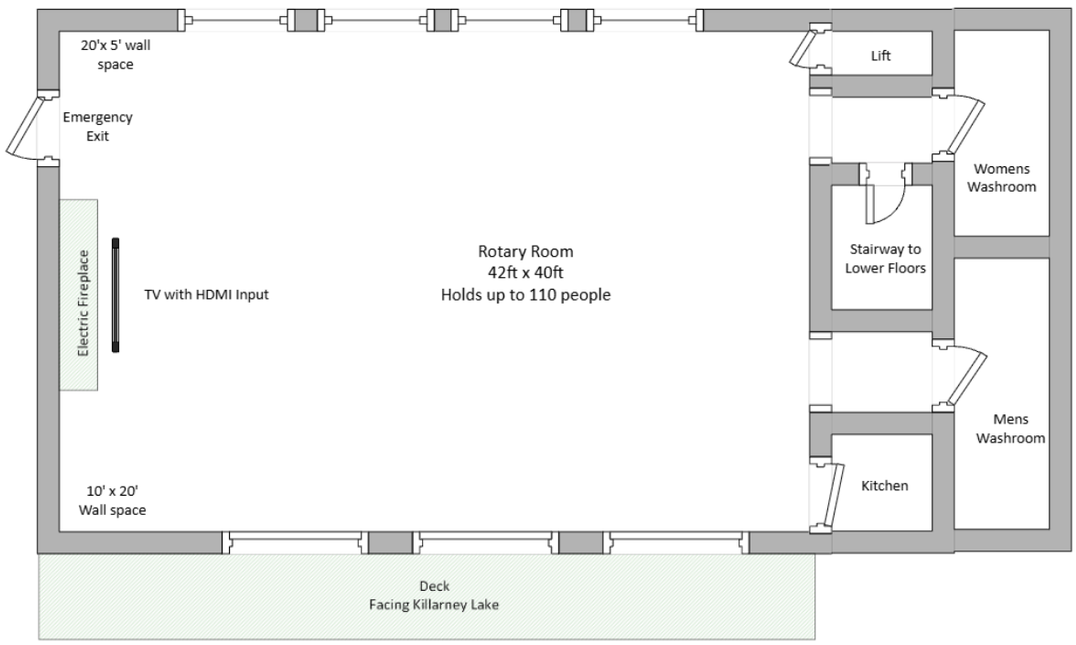
Provided Upon Request (additional charge)

- PA system with microphone $60 (plus HST)

Table & Chair Dimensions

- Rotary & Heron Rooms: 6' round tables
- Heron, Tadpole & Coleman Rooms: 6' x 15" rectangular tables
- Rotary Room: 6' x 30" rectangular tables
- All room chairs: Width: 17.25”, Depth: 20.25”, Height: 38”

Killarney Lodge Rotary Room



Rules & Regulations

Payment

1) **One-Time Events** Payment for one-time events is required in full at the time of booking. Access to the facility will not be permitted until the payment has been received.
2) **Recurring Bookings** Payments for recurring bookings must be made one month in advance. A contract for the upcoming month will be sent to users, and full payment is due upon receipt of the contract. Failure to make payment as scheduled will result in cancellation of the contract. If changes to the contract occur during the month, any resulting debits or credits will be reflected in the following month's invoice. At the end of the season, all outstanding balances must be paid in full for users to secure bookings for the subsequent season. Any credits accrued at the end of the season can be refunded or applied to the account for future bookings.

Changes and Refunds

3) Contract holders who cancel their rental contract **14 days or more prior** to the rental date will receive a **full refund**. Cancellations made **within 14 days** of the rental date are eligible for a **50% refund**, unless the rental period can be rebooked by another client, in which case a full refund will be issued.
4) The City of Fredericton reserves the right to cancel or adjust the time on this agreement, or any reserved/booked times, at least one week prior to the date of the use, or by reason beyond the control of the City of Fredericton (weather, power outages or any other unforeseen circumstances).
5) Contract rental times are non-transferable, and the contract holder is not permitted to sublet facility time.

Contract Holder Expectations

6) All set up, take down and cleaning must be completed DURING THE CONTRACT TIMES. The facility will not be open for setup until the rental time begins. If staff need to stay beyond your rental time for clean-up, additional facility fees will apply. **Changes to a facility contract (e.g., modification of day, time or facility) within 14 days of the rental date will result in a change fee of $25.**
7) Room rentals are for the designated room only and include the use of chairs and tables. Renters are to provide all other required materials, be responsible for securing their own materials and

removing them from the facility following their function. **Room set up must be submitted to the facility supervisor two weeks before rental.**

8) After an event, renters will be required to clean up the room by picking up their garbage and taking it to the front door, cleaning off tables, tidying up the room, sweeping the floors, cleaning kitchen (do not leave food in the refrigerator or it will be discarded) and washing all dishes used (if applicable). If the custodian fee has been paid, all cleaning will be done by staff except for the washing of dishes. Users will not be responsible for taking down tables, cleaning washrooms, or washing floors.
9) No furniture or equipment permitted outside of the building.
10) Renters are welcome to bring in their own food/potluck for the event or use any caterer of their choice.
11) Decorations are permitted. Absolutely no tacks or adhesive tape (scotch tape) is to be used on the walls; only low tack masking tape is permitted. If in doubt, please check with staff. No decorations may be hung from the ceiling. Confetti not permitted inside the building or in the parking area.
12) No bouncy castles permitted inside the lodge. Bouncy castles in the park area must be approved through the Special Event Application and be available for public use. Castles require their own power source and may not be plugged into outdoor lodge outlets.
13) Only facility supervisors can operate the fireplace.
14) Contract holder program participants must follow the direction of Recreation Division Supervisors and all posted facility rules. Abuse of City staff will NOT be tolerated. Ensure that a group leader is present and responsible for the supervision of program participants and spectators. Group leaders are to identify themselves with the facility Supervisors.

<u>Damages</u>

15) Contract holder is responsible for any damage incurred to the facility or City property and equipment because of any act or omission of the contract holder or the group represented by or affiliated with the contract holder, your members, users, and invited guest. In the event of any damage, the City of Fredericton will make all repairs necessary and the contract holder will be responsible for repayment to the City of Fredericton.
16) The City of Fredericton shall not be liable for any damage or loss of property brought into the facility. Any unclaimed property left onsite will be donated to charity after six (6) months. The City of Fredericton is not responsible for lost/stolen equipment or personal items. Contract holder must accept full responsibility for any damages or loss of equipment.
17) Tampering with city-owned equipment is prohibited. Any contract holder misusing facilities, causing public disturbance, or harassing City Staff will be suspended from any further rental and all fees will be forfeited.

<u>Contract Termination</u>

18) The City may, but is not obligated to, abide by the following guidelines for suspension or termination of the agreement due to the behavior of the contract holder or its members regarding breach of contract agreement or the facility rules and regulations.
    a. 1st (first) Offense - Verbal Warning. Staff may issue a verbal warning. This verbal warning will be documented and kept on file.
    b. 2nd (second) Offense - Written warning. Contract holder will receive a written warning regarding its behaviours or behaviours of its members.
    c. 3rd (third) Offense – Termination of agreement
19) In accordance with City of Fredericton By-Law No. L19; no person shall use parklands, or any part thereof for the purpose of holding or carrying on a fair, carnival, bazaar and any other activity for profit or gain, except with the permission of the City Council.
20) The following is strictly prohibited:
    a. Alcohol in or around the building, except for licensed events*;
    b. Smoking or vaping in or around the building including decks, or in wooded areas;
    c. Illicit substances;
    d. Any activity that is deemed inappropriate in the sole discretion of City Staff or representative of the City of Fredericton

    *for a licensed event, Contract holder must apply for a GNB Special Occasions Permit and must provide the application for the permit to the facility supervisor for sign-off as the property owner.

<u>Emergencies</u>

21) To reach staff for emergencies only, Monday to Friday after 4:30pm and on weekends please call 506-461-1323. Monday to Friday before 4:30pm contact Service Fredericton at 460-2020 or recreation@fredericton.ca