

## Odell Lodge Information



**Available Hours** 8:00am – 9:30pm

**Rate:** \$22.50/hr (plus HST) **for upstairs floor only**, minimum of 2 hours

**Included:** podium, projector & screen (no HDMI cord), flipchart, tables & chairs, use of kitchen

**Additional fees:** SOCAN \$31.31 (plus HST) music only or \$62.64 (plus HST) music & dancing

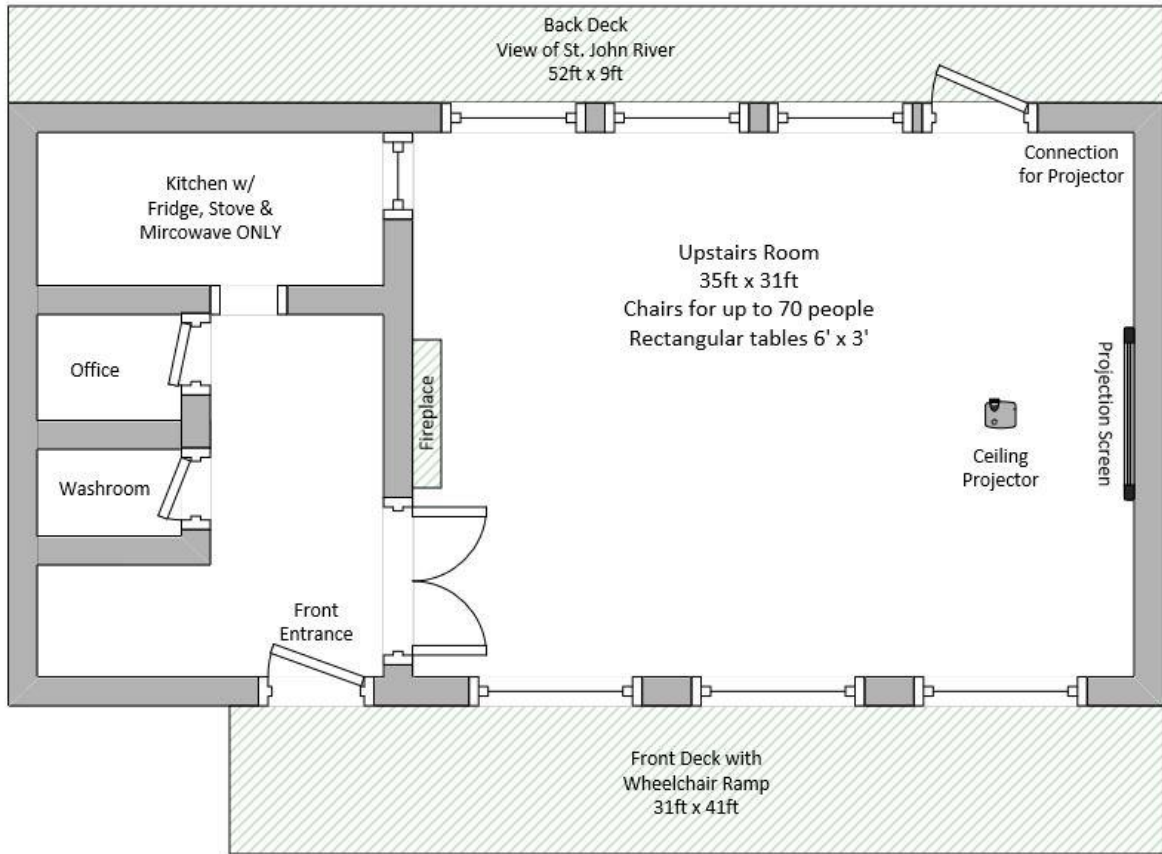
**Kitchen**



**Upstairs**



### Odell Lodge Upstairs



## **Rental Requirements**

1. Room rentals are for the designated room only and include the use of chairs, tables and kitchen facilities. Renters are to provide all other required materials, be responsible for securing their own materials and removing them from the facility following their function. Rental fee does NOT include set up of tables and chairs.
2. Rental is for the time noted on the contract and this **INCLUDES** the set up time and take down/clean up time. If facility supervisors need to stay beyond their normal supervisory hours to clean up after your group, the renter will be invoiced for the additional time. **Additional time must be requested two weeks prior to booking.**
3. If alcohol is to be served, the renter must provide a copy of the license from the Department of Public Safety, and it must be displayed where the alcohol is being distributed. All rules and regulations from the department of Public Safety must be followed.
4. Renters are welcome to bring in their own food/potluck for the event or use any caterer of their choice.
5. 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 the facility supervisor. No decorations may be hung from the ceiling. Confetti not permitted inside the lodge or in the park area.
6. 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.
7. The renter is liable for any and all damage to the facility and will be responsible for paying for damage caused during use of the facility. No furniture or equipment permitted outside of the building.
8. Ensure that a group leader is present and responsible for the supervision of program participants and spectators at all times.
9. The City of Fredericton reserves the right to reject any application.
10. Absolutely no smoking or vaping inside the lodge. Smoking is not permitted in wooded areas or on any of the decks or patio.
11. Only facility supervisor can put wood in the fireplace.
12. Vehicles are not permitted to drive on grass or remain in the park. Temporary vehicle access to lodge for drop off and pick-up may be coordinated with facility supervisors.
13. 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.
14. Users of City of Fredericton facilities are required to comply with all public health requirements at all times while using City property. Specifically, these directives include but are not limited to: any orders issued by the Minister of Public Safety or the Chief Medical Officer. Further, users agree to comply with any City of Fredericton policies regarding facility usage and public health and safety. Users who do not comply with the above will be prohibited from future facility use or rentals.

## **Fees**

15. All rentals must be paid for at time of booking.

**Cancellations**

16. All cancellations must be received a minimum of 7 days to receive a full refund.

17. In the event that inclement weather forces cancellation of an event, the refund will be in full.

**Cleaning**

18. After an event, users will be required to clean up the room by picking up their garbage, tidying up the room, sweeping the floors, cleaning kitchen and putting back tables and chairs.

19. Users will not be responsible for cleaning washrooms or washing floors

**Emergency**

20. 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.