



1155 1st Avenue West  
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## Coach 4884 Usage Agreement

*Mid-May to October (Thanksgiving)*

*Smoking and alcohol-free venue*

*Due to the historic nature of Coach 4884, it is not accessible.*

Please carefully review this contract and the accompanying guidelines. Sign and return it with the payment and security/cleaning deposit to reserve the date and time requested. **Please print.**

Date of Event: \_\_\_\_\_

Name of individual, group/organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

*The contact person or alternate must be present for the duration of the booking.*

Type of Event: \_\_\_\_\_

*(Such as: fundraiser, sale, meeting, lecture, anniversary party, birthday party, etc.)*

Time set-up/arrival to begin: \_\_\_\_\_ Clean-up to be completed by: \_\_\_\_\_

Time of event to begin: \_\_\_\_\_

Use of Kitchen Facilities: \_\_\_\_\_ Yes \_\_\_\_\_ No

Caterer: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Other notes: \_\_\_\_\_

**Usage Cost:** includes set-up/clean-up time by user **Half Day** \$200 (up to four consecutive hours)

**Full Day** \$300 (5 to 8 consecutive hours) For evening bookings, the coach must be vacated by 10 p.m.

*The fee includes the use of the coach, and the use of the kitchen includes tea pot, tea kettle, microwave, fridge, and coffee maker. Garbage bags, cleaning supplies, tea towels, dish cloths, and dish detergent are supplied. Dishes are not provided. There are ten rectangular tables with four chairs at each. There is a pull-down screen.*

Proceeds from the use of the Coach supports the Community Waterfront Heritage Centre.

The User agrees to pay the \$200 refundable security/cleaning deposit upon signing this contract. [separate payment]

Total donation owing is \$ \_\_\_\_\_ to book Coach 4884 for \_\_\_\_ ½ day OR \_\_\_\_\_ full day.

Paid by \_\_\_\_\_ cheque \_\_\_\_\_ cash \_\_\_\_\_ Credit card.

Received payment & deposit: Date: \_\_\_\_\_ (office signature) \_\_\_\_\_

Security/cleaning deposit return: \_\_\_\_\_

**Liability:**

The Community Waterfront Heritage Centre is not responsible for any lost or stolen articles because of the use of the facility. The user is responsible for all damages to the premises and property and shall be responsible for all actions, behaviour and damages caused by their guests and or attendees. The Centre is not responsible for accidents, injury, illness or loss of group or individual property.

The Applicant agrees to defend, indemnify, and hold the Community Waterfront Heritage Centre harmless from all liability for injury or property occurring as a result on any activities and agrees to pay for all damages to the facility, building, equipment or furniture owned or controlled by the Community Waterfront Heritage Centre, which results from any scheduled activities or is caused by any participant in any scheduled activities.

Emergencies: In case of emergency contact 9-1-1

I have read, understand, and agree to comply with the guidelines set forth regarding the use of Coach 4884 (Community Waterfront Heritage Centre) on behalf of myself or organization.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Date signed \_\_\_\_\_

CWHC representative: \_\_\_\_\_

## Community Waterfront Heritage Centre (CWHC): Coach 4884 Usage Guidelines

### Booking Policy:

- The Coach may be used by Community Users from mid-May to Thanksgiving weekend who agree to follow the policies and procedures outlined in the Usage Guidelines.
- Bookings are accepted on a first come, first served basis.
- The reservation is binding with a completed and signed contract with the payment and security/cleaning deposit for each request.
- **Full payment must be paid at least one month prior to the event.** While payment may be made with credit cards or cash, payment by cheque is preferred.
- For bookings made less than one month before the event, only credit card or cash payment will be accepted.
- The security/cleaning deposit will be a separate payment that will be held but not deposited when received. If there are no damages and no clean-up work needs to be done, this deposit cheque will be returned.
- The usage fee is in blocks of four consecutive hours. This includes set-up and clean-up. For evening events, the coach must be vacated by 10 p.m.
- The fee includes the use of the coach, and the use of the kitchen includes tea pot, tea kettle, microwave, fridge, and coffee maker. Garbage bags, cleaning supplies, tea towels, dish cloths, and dish detergent are supplied. Dishes are not provided.
- There are ten rectangular tables (36" x 24") with four chairs at each.
- Coach maximum of fifty persons.
- The only AV provided is a pull-down screen.
- There are two small washrooms.
- The person signing the rental form must be present during all the rental time or designate an alternate and provide this information.

### Cancellation Policy

If the event is cancelled three weeks or less before the event, an administration fee of \$25 for ½ day bookings and \$50 for full day bookings will be retained. The cancellation must be done by mail or e-mail to have a paper record. If done by telephone, it must be followed up in writing (mail or e-mail.)

### Use of Coach

#### Safety

- Smoking of any substance, or vaping is prohibited. Alcohol requires a special permit.
- Use of lighted candles, open flames and catalytic burners is prohibited.
- No confetti, rice, etc.
- All exit doors aisle and fire routes must be kept clear and accessible in case of emergencies. It is the responsibility of the user to ensure that the facility capacities are not exceeded at their event.
- If the event is for children or includes children (12 years and under), there will be one adult per every six children.
- **Accessibility:** There are railings on both sides of the steps to the Coach platform on the south end. From the decking, there is first a step, then four grated steps to the Coach platform.

## **Set-up and Clean-up**

- Nothing is to be posted on walls or windows.
- Set-up and clean-up are the responsibility of the person(s) or group(s) using the Coach.
- The contact person is responsible to ensure that all areas of the Coach are clean prior to departure. The Coach is to be left the same as was before usage. An hourly fee will be levied to cover all costs associated with the clean-up in the event the user fails to complete the work.
- Remove all materials used by your group.
- Recycling is encouraged and waste material and recycling must be taken with the users.
- Users will be responsible for all and any loss or breakage that occurs while using the facility.
- Please notify “the Coach Monitor” of any broken or malfunctioning features within the Coach.

## **Advertising by Users**

- Any public advertising of your event must state: “This is not a Community Waterfront Heritage Centre event and does not necessarily reflect its mission.”
- Information to be included in any invitation or advertisement of a non-CWHC event: “Due to the historic nature of Coach 4884, it is not accessible.”
- Please do not give out CWHC’s phone number as a contact for your event.

**Reviewed: April 12, 2023**

**Revised: April 12, 2023**

**Approved by Board: April 12, 2023**