



Application for use of Pollett Room

Group Name: _____

Type of Group:

Non-Profit Charitable Organization Community Group

Date Requested: _____

Time From: _____ am or pm to: _____ am or pm

Contact Name: _____

Contact Phone Number: _____

Email Address: _____

Size of Group: _____

Purpose of Meeting: _____

Return of Rental Deposit: Yes No If yes, please indicate to whom to make cheque payable to and include address and contact phone #



Rules and Regulations

This Facility is 100% Smoke and Scent Free

1. A \$50.00 deposit is required on all rentals after confirmation of rental date and 1 week prior to the meeting. Methods of payment accepted: Cash, Cheque or Debit.
2. Cancellation of Pollett Room reservation should be cancelled at least 24 hours in advanced.
3. City Hall is a scent free zone.
4. All reservations are booked on a first-come, first-served basis, subject to room availability.
5. When booking the Pollett Room after regular business hours, the rental group is responsible for the security of the meeting at their own cost and must be present until all patrons have vacated the premises by the agreed time.
6. Rental group hereby acknowledges that all use of the services, equipment, and facilities provided shall be undertaken by the member at his/her sole risk and the City, its Employees and agents shall not be liable for any personal loss, injuries and/or damages sustained by the member while using the facility or being present in the facility.
7. Rental group is responsible for maintaining the meeting in a clean and orderly fashion. The room should be re-instated to its original set-up upon the conclusion of a meeting.
8. Set up and break down of room is the sole responsibility of the user group.
9. No Smoking or alcohol is permitted on the premises.
10. Items brought into the Pollett Room are to be removed upon the completion of the event. All articles left on the property will be disposed of within 24 hours after the event.
11. Rental group responsible for providing their own catering services. Due to staff allergies please inform Customer Service Representatives when bringing in food/catering.
12. Rental groups will be charged in full for the cost associated with damage and/or excessive cleaning requirements, as a direct result of an event.
13. Free on-site parking is permitted on the City Parking lot after City operating hours of 8:00am and 5:00 pm Monday to Friday. During the City's operations outside groups are required to use metered parking.

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS OF THE CITY OF CORNER BROOK POLLETT ROOM AND HEREBY ACKNOWLEDGE THE RESPONSIBILITY TO FOLLOW THESE RULES AND REGULATIONS.

SIGNATURE _____ DATE _____

SPECIAL EVENT ORGANIZER

SIGNATURE _____ DATE _____

FACILITY REPRESENTATIVE, CITY OF CORNER BROOK