



Permit Contract

**Glencairn Neighborhood Recreation Centre**

2626 E Dewdney Ave  
 Regina, SK S4N 5E3  
 Phone: (306) 777-7747  
 FAX: --  
 Email: --

**Permit #8083, Approved**

Nov 28, 2018 11:03 AM



City of Regina



**Company:** Bhutanese-nepali Community Of Regina Inc  
 1427 Oxford St  
 Regina, SK S4N 5S9

Customer Type: General Public

Prepared By: arapley

**Agent:** Dhaka Tiwari  
 Email: dhaka.tiwari2@live.ca

Primary: (306) 209-6855

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$405.86	\$20.29	\$0	\$426.15	\$200.00	\$0	(\$626.15)	\$0	\$0

RESERVATIONS

Event	Resource	Center	Notes
Cultural Dance Type: Rec - Cultural Event Attend/Qty: 70	GNRC - Gym	Glencairn Neighborhood Recreation Centre 2626 E Dewdney Ave Regina, SK S4N 5E3 (306) 777-7747	--
<b>Days Requested</b>	<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>
<b>Day</b>	<b>Date</b>	<b>Date</b>	<b>Time</b>
Saturday	Dec 29, 2018	11:00 AM	4 hours
			Dec 29, 2018
			3:00 PM
<b>Summary</b>	<b>Notes</b>		
Total Number of Dates: 1 Total Time: 4 hours	Please restock the chairs and tables NEATLY. Thanks		

RESERVATIONS

Event	Resource	Center	Notes
Cultural Dance Type: Rec - Cooking Attend/Qty: 10	GNRC - Kitchen	Glencairn Neighborhood Recreation Centre 2626 E Dewdney Ave Regina, SK S4N 5E3 (306) 777-7747	--
<b>Days Requested</b>	<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>
<b>Day</b>	<b>Date</b>	<b>Date</b>	<b>Time</b>
Saturday	Dec 29, 2018	11:00 AM	4 hours
			Dec 29, 2018
			3:00 PM
<b>Summary</b>	<b>Notes</b>		
Total Number of Dates: 1 Total Time: 4 hours	Please maintain the tidiness of the kitchen. Thanks		

RESERVATIONS

Event	Resource	Center	Notes
Meeting Type: Rec - Meeting Attend/Qty: 70	GNRC - Large Meeting Room	Glencairn Neighborhood Recreation Centre 2626 E Dewdney Ave	--

Day	Days Requested Date	Event Begins	Duration	Date	Event Ends Time
Saturday	Jan 5, 2019	10:30 AM	2 hours	Jan 5, 2019	12:30 PM
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 1					--
Total Time: 2 hours					

#### CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
GNRC - Maintenance/Clean up Fee - Hourly	Cultural Dance #8083 GNRC - Gym	\$20.60	2.00	GST: \$2.06	\$43.26
Gym - Social	Cultural Dance #8083 GNRC - Gym	\$53.00	4.00	GST: \$10.60	\$222.60
Activity Room - Social	Cultural Dance #8083 GNRC - Kitchen	\$27.26	4.00	GST: \$5.45	\$114.49
Activity Room - Private	Meeting #8083 GNRC - Large Meeting Room	\$21.81	2.00	GST: \$2.18	\$45.80

#### DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Damage Deposit	Cultural Dance #8083 GNRC - Gym	\$200.00	\$0	\$200.00	\$0	\$0

#### Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1000113.118	Dec 10, 2018	Damage Deposit	GNRC - Gym Cultural Dance #8083	\$200.00
1000113.118	Dec 10, 2018	GNRC - Maintenance/Clean up Fee - Hourly	GNRC - Gym Cultural Dance #8083	\$43.26
1000113.118	Dec 10, 2018	Gym - Social	GNRC - Gym Cultural Dance #8083	\$222.60
1000113.118	Dec 10, 2018	Activity Room - Social	GNRC - Kitchen Cultural Dance #8083	\$114.49
1000113.118	Dec 10, 2018	Activity Room - Private	GNRC - Large Meeting Room Meeting #8083	\$45.80

#### DISCLAIMERS

Here are a few simple guidelines to follow for kitchen use.

Warming only. No raw meats of any kind in the kitchen at all, no cooking or frying of it, we do not have the proper ventilation for this as well entire kitchen would need to be sanitized after raw meat.

Please call the Glencairn Neighbourhood Centre to make arrangements to pick up keys/swipe card the week of your rental. You can call 306-777-7747 to make an appointment.

Contracts need to be paid prior to the event. We accept cash, cheque, debit, Visa, MasterCard and American Express at the centre. If paying with cash, please have exact change.

Facility is to be cleaned after use. Garbage is to be taken out and put in the tall red Loraas, floors swept, and tables/chairs are to be stacked away neatly in the appropriate area. The Garbage bin will be locked, a key has either been signed out to you or is found hanging in the kitchen, always relock the bin after use. Failure to comply will result in the forfeiture of your damage deposit (if applicable) or you could be charged an additional \$65 clean up fee. Midnight is the latest time for bookings and client has until 1am to clean and exit.

Kitchen equipment other than coffee urns are not included in the rental of the facility. Please bring your own utensils, plates, cups, etc. There are no

utensils or dishes on site for use.

One time/occasional renters: please return your keys/swipe card in our return box after use. Long term renters: after the program is finished. If keys are not back to us a week after your rental (at the latest), we will charge a \$25 lost key fee.

Cancellations require written notice 7 days in advance of the date being cancelled (email is fine). A 10% or \$10 administration fee will be charged for all cancellations that are not done 7 days in advance.

At the end of your rental, please check the ENTIRE facility for other users/groups. If there are other users in the facility, ensure doors are locked, pulled tightly shut and do not set the alarm. If you are the last group, PLEASE SET THE ALARM BEFORE LEAVING.

Thank you for choosing the Glencairn Neighbourhood Centre, we appreciate your patronage.  
Here are a few simple guidelines to follow for use of the meeting rooms.

Please call the Glencairn Neighbourhood Centre to make arrangements to pick up keys/swipe card the week of your rental. You can call 306-777-7747 to make an appointment.

Contracts need to be paid prior to the event. We accept cash, cheque, debit, Visa, MasterCard and American Express at the centre. If paying with cash, please have exact change.

Facility is to be cleaned after use. Garbage is to be taken out and put in the tall red Loraas, floors swept, and tables/chairs are to be stacked away neatly in the appropriate area. The Garbage bin will be locked, a key has either been signed out to you or is found hanging in the kitchen, always relock the bin after use. Failure to comply will result in the forfeiture of your damage deposit (if applicable) or you could be charged an additional \$65 clean up fee. Midnight is the latest time for bookings and client has until 1am to clean and exit.

One time/occasional renters: please return your keys/swipe card in our return box after use. Long term renters: please return after the last date of the program. If keys are not back to us a week after your rental (at the latest), we will charge a \$25 lost key fee.

Please respect your specific time that has been booked. Meeting Room use is very high and other groups will need access. Please leave on time to respect all users.

Cancellations require written notice 7 days in advance of the date being cancelled (email is fine). A 10% or \$10 administration fee will be charged for all cancellations that are not done 7 days in advance.

At the end of your rental, please check the ENTIRE facility for other users/groups. If there are other users in the facility, ensure doors are locked, pulled tightly shut and do not set the alarm. If you are the last group, PLEASE SET THE ALARM BEFORE LEAVING.

Thank you for choosing the Glencairn Neighbourhood Centre, we appreciate your patronage.

## WAIVERS

### Signed Contract

Due Date: Dec 29, 2018

Received Signed Contract

Payments may be made by cash, cheque, VISA, MasterCard, American Express and debit with Front Line Staff at the Sportplex, North West Leisure Centre, Sandra Schmirler Leisure Centre, Neil Balkwill Civic Arts Centre, City of Regina Neighbourhood Centres; or at the Central Scheduling Office located in the Cooperators Centre at Evraz Place. Please have a copy of your permit available. Cheques (payable to City of Regina) can be mailed to the City of Regina, P.O. Box 1790, Regina, Saskatchewan. S4P 3C8 Attn: Community Services - 6th Floor

## TERMS AND CONDITIONS

The terms and conditions listed below apply to the use of the facility, park or open space for which this Permit is issued. In addition, the City of Regina has established bylaws, which govern the use of parks, open spaces and facilities located within the City of Regina. All licensees are required to abide by these bylaws and any applicable policies. In consideration of the terms and conditions set out below, the City of Regina and the Licensee agree as follows:

1. The City of Regina may cancel this Permit at any time with or without cause. In addition, the City of Regina may cancel this Permit without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Licensees within a reasonable time. If the Permit is cancelled the Licensee will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. Further, the City of Regina may change the date of the Permit if the facility, park or open space is required for other purposes. Advance payment fees will be refunded if this occurs.
2. The Licensee agrees to pay the applicable Permit fees in accordance with the terms under 'payment method' set out on the front of the Permit unless otherwise specified. When a booking is made less than 7 days in advance, the Licensee agrees to pay the applicable Permit fees at the time of booking. Failure to comply with this will result in cancellation of the Permit by the City of Regina.
3. The Licensee may be required to pay a deposit to compensate the City of Regina for any extra maintenance, damage, theft or callout costs. If the deposit is not used to compensate for any extra costs, the remaining balance of the deposit will be returned to the Licensee less any applicable administrative charges.

4. If the Licensee wishes to cancel this Permit, the Licensee must provide the City of Regina with written notice of the cancellation at least 7 days in advance of the reserved dates and times set out in the Permit unless otherwise specified. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit.
5. Notwithstanding clause 4, for special events, the Licensee may be required to provide the City of Regina with written notice of a cancellation more than 7 days in advance of the reserved dates and times set out in the Permit unless otherwise specified. This requirement will be set out on the front of the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit.
6. This Permit is granted for the exclusive benefit of the Licensee and may not be transferred, assigned or sub-licensed to any other party.
7. The Licensee is responsible for the conduct and supervision of all persons using the facility, park or open space on the dates and times set out in the Permit.
8. The Licensee hereby agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
9. The Licensee should purchase insurance to protect against any risks that are associated with the Licensee's activity. The Licensee should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any City of Regina property or assets, the City of Regina may seek to recover those damages from the Licensee. The City of Regina is not responsible for any losses that the Licensee causes. The City of Regina does not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Licensee's activity.
10. The City of Regina is not responsible for the loss or theft of the Licensee's property, or the property of anyone attending on the invitation of the Licensee.
11. The Licensee is responsible for all damage to facilities, equipment or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future Permit requests will not be considered for any Licensee that has an outstanding account with the City of Regina in this regard.
12. The City of Regina reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
13. The Licensee is subject to any provisions set out in any additional licensing or lease agreements that the Licensee has entered into with the City of Regina.
14. The Licensee understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.
15. The facility, park or open space will be available for use only upon presentation of the Permit to the employee in charge (if applicable). The facility, park or open space is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit.
16. The Licensee is prohibited from charging any admission fee for the use of the facility, park or open space unless authorized by the City of Regina.
17. The Licensee is prohibited from selling any goods or services in the facility, park or open space except as covered by written agreement with the City of Regina. Where the Licensee is authorized to sell goods or services, this shall be noted on the Permit.
18. The Licensee is prohibited from having any alcoholic beverages in the facility, park or open space unless the City of Regina gives written permission and the Licensee obtains a special occasion permit from Saskatchewan Liquor and Gaming Authority. For further information, please call 306-787-5563.
19. If the Licensee is serving alcohol the Licensee must obtain \$5 million general liability insurance which states that host liquor liability is included or states that host liquor liability is excluded. If a vehicle owned by the group will be used during the event the Licensee must obtain \$1 million auto liability insurance. The City of Regina must also be added as Additional Insured as follows:

City of Regina, 2476 Victoria Ave, Regina, SK S4P 3C8

A copy of the insurance must be provided to the City of Regina 10 business days prior to the event. Failure to provide the City of Regina with a copy of the insurance will result in cancellation of the booking.

20. No smoking shall be permitted in the facility.
21. The Licensee is responsible for setting up, removing and cleaning facility equipment unless otherwise stated in the Permit.
22. The Licensee must ensure that keys or access cards for the facility are picked up, used and returned in accordance with the policy applicable to that facility. Where the Licensee fails to return a key or access card, the Licensee will be responsible for all costs associated with replacing the facility's locks.
23. If the Licensee should ensure appropriate crowd control and security for their event at the cost of the Licensee. City of Regina may deploy security personnel at a cost to the Licensee, at the City's discretion; however, the City's security personnel will not provide crowd control services.
24. The Licensee is solely responsible for payment of any applicable license fees to copyright societies (eg: SOCAN) with respect to the playing of live or recorded music in the facility.

25. The Licensee may not place any advertisement, notice, picture or decoration in the facility without the prior written consent of the City of Regina.

26. If the Licensee is provided with a WiFi password then the Licensee agrees to keep the password confidential and shall ensure that it is not shared with or utilized by individuals not associated with the Licensee.

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature. The Licensee and/or his agent shall not pledge the credit of the Corporation of the City of Regina and shall save it harmless against any and all claims for damages against persons or property which may arise during or as a consequence of this agreement or the occupation arising hereunder.

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

Date: \_\_\_\_\_

#### City of Regina

2476 Victoria Avenue

Regina, Saskatchewan

Contact us for information:

Tel. 306.777.PLAY (7529)

#### Methods of Payment

Visa, MasterCard, American Express

#### Have Questions?

[Online Registration FAQs](#)

#### Stay Connected



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