

**Town of Hampton**  
**Lighthouse River Centre**  
**Facility User Policies**

1. **Bookings** are on a first come first served basis, and are to be made solely with Town of Hampton at the Town Hall, 648 Main Street or by calling 832-6065.
2. A minimum **damage deposit** of \$100.00 is required for all rentals, unless otherwise waived at the Town's discretion. At the Town's discretion, a damage deposit of the alternate amount of \$250 may be requested, due to the nature of the booking. The deposit can be obtained three (3) business days after the rental date, if the Town determines that no damage occurred during rental time. Any repair to damage costing over and above this deposit, whether to the building, grounds, or equipment, must be repaired at the renter's/user's expense.
3. A **deposit** consisting of 50% of rental fee is required by all renters, and is required to consider your booking confirmed.
4. **Rental payment** in full is required no less than fourteen (14) days prior to rental date, otherwise rental is considered cancelled unless otherwise specified in writing by the Town. Facility User Policies Rental Agreement form to be completed with or before making final payment.
5. **Cancellations** must be received no less than fourteen (14) days prior to rental date in order to obtain a full refund of monies paid. Otherwise, full rental fee will be forfeited.
6. Set-up and clean-up of the facility is the responsibility of the renter. If set-up or clean-up time is required, the renter will incur additional charges as per their rate category.
7. Tablecloths are available for use at a fee per tablecloth (see rate schedule). Every effort shall be made to include this linen charge in the Rental Agreement and on the invoice to the renter. However, account adjustments can and will be made at a later date if needed.
8. Included in the price of the rent is use of tables (15 square, 48" x 48": 10 rectangular, 30" x 72"), chairs (80 banquet style), and use of kitchen including on-site tableware.
9. Group/Individual renters are responsible for the facility during the rental period and for ensuring participants/invitees abide all Facility User Policies. Only persons nineteen (19) years of age or older may rent the facilities.
10. If alcoholic beverages are to be served, it is the responsibility of the renter to obtain a Special Event or Special Occasion Permit from the Province of New Brunswick, either directly through the NB Liquor Licensing Board or via Service New Brunswick. Alcohol is not permitted to be stored on the premises prior to the rental day. A copy of the Permit must be posted at the bar area. The only alcohol allowed on site is that which is specified in the Liquor Permit. The renter is solely responsible for ensuring all stipulations are followed as listed in the application to the Provincial government.
11. The throwing of confetti, rice, etc. is strictly prohibited – the cost of clean-up will be deducted from the damage deposit. The use of any wheeled apparatus other than a dolly, stroller, walker, or wheelchair is strictly prohibited. Repairs to any damage caused to floors, walls, or any surface on the premises during renter's time period are the sole responsibility of the renter, regardless of whether or not a Damage Deposit was charged or waived.
12. **Decorations or signs are to be attached by white mounting putty or 3M Command Adhesive only. Tacks, tape, nails, screws or staples are not allowed in walls or on tables or chairs, or the exterior of the building.**
13. All activities by renters and guests of renters are to be confined to the specific area rented.
14. No unauthorized persons shall be permitted in the facility while renters are in use of it. A Town representative will be on site during all rentals.
15. Any use of the facility shall be legal, in good taste and inoffensive to public morals.
16. **Insofar as users are responsible for their own set up, take down, and clean-up, in order to ensure the facility is returned to its required order and cleanliness, clean-up must take place immediately following the event.** If equipment and supplies are brought into the facility, they are to be removed immediately following the occasion. Clean-up consists of the following:
  - Tables are to be placed in the storage room in their respective stacks. Tables and chairs are not to be dragged across the floor. Chairs are to be stacked and placed along the wall.
  - Floors are to be swept, and mopped if the Town Staff deems necessary.
  - Any kitchen tableware used must be thoroughly washed by the renter or their representative and put away in their respective cupboard. Kitchen area is to be left how it was found, i.e. all supplies clean and put away, and dish cloths/drying towels hanging to dry.
  - Compost and recycling are to go in their designated receptacles. Garbage/compost/recyclables are to be bagged and disposed of in supplied outdoor container.

- All lights are to be switched off before leaving, with the exception of the COUPALA light switch, found in the kitchen. This switch is to remain in the ON position.
  - Ensure all windows are closed and securely locked.
  - Ensure any water is not left running, including toilets.
  - All decorations are removed.
17. For evening rentals, all music/entertainment/serving of liquor must be done at 12 midnight, and clean-up done by 1am.
  18. Groups/Individuals are responsible for ensuring the invitees/participants to your event observe the following areas designated by signs;
    - a. No Parking
    - b. Fire Department Parking Only
    - c. Disabled Parking
  19. No smoking is permitted inside the facility, in compliance with the New Brunswick Provincial “Smoke-Free Places Act”. Outside, there shall be no smoking within 7m of entrances or exits.
  20. Fireworks of any type are not permitted on Town property, unless the renter applies through the Town Council and Town Fire Department to secure an approval and has an on-site Certified Fireworks Supervisor.
  21. No flame of any kind, including Chinese Lanterns, shall be used outside on Town property (with the exception of a barbecue). Inside the River Centre, no candle shall be used without being in a fire retardant container. No smoke machines shall be used inside the River Centre.
  22. The rental group is responsible for all equipment, including lost, damaged, or stolen items, and agrees not to hold the Town of Hampton responsible for any injury or loss of personal belongings. The rental group covenants and agrees to indemnify and save harmless the Town of Hampton of and from any and all manner of claims, damages, losses, costs, and charges whatsoever occasioned to or suffered by or imposed upon the Town of its property, either directly or indirectly in respect of any matter or thing in consequence of or in connection with or arising out of the rental group’s occupancy or use of said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage, or injury to any person, or property, from or on account of the same.
  23. The rental group shall ensure that all fire exits of the premises are kept open and free from obstruction.
  24. Although there are only 80 chairs on site, the maximum number of persons allowed in the building under the fire code are as follows:
    - Non-fixed chairs only..... 160
    - Chairs with tables (dancing)..... 100
    - With liquor license/permit..... 100

Enacted April 4, 2008  
 Revised February 14, 2017