



425 Dufferin Street | Stanstead, Quebec J0B 3E2
 Tel. 819-876-7181 - communications@stanstead.ca
 www.stanstead.ca

Form

Municipal facilities and parks – rental request

1. a) Coordinates of the person responsible

Last name		First name	
Address		City	
Postal code		Email	
Telephone number		Telephone number (other)	

1. b) Coordinates of the organization/group (if applicable)

Name of organization/group		Is the organization a registered NFPO? Yes / No	
Address		City	
Postal code		Email	
Telephone number		Fax number	

2. Request Details

Choice of dates:

Choice #1: Start date and time (including preparation)	Choice #1: End date and time (including takedown)
Choice #2: Start date and time (including preparation)	Choice #2: End date and time (including takedown)
Expected number of people:	Alcohol permit required (yes/no):

Purpose of the meeting/event:

--

Introduction

The goal of this contract is to allow the use of facilities and parks owned by the Town, while respecting the material and space made available to renters.

1. General Conditions

- a) All meetings or events held on municipal property must not contravene common decency. Neighbours must not be disturbed in any way by excessive noise, parking issues or any other nuisance.
- b) All measures of hygiene and sanitation must be observed.
- c) Users must respect provincial laws in terms of alcohol and tobacco use.
- d) The renter is responsible to ensure that people respect the entire physical space, interior and exterior. The renter is responsible for any damage, loss or theft of material that is made available for their use.
- e) **During the COVID-19 pandemic, the renter is responsible to ensure distancing rules and safety measures in effect the day of the facility rental are respected, according to public health directives.**
- f) Town property is public space and therefore neutral. In consequence, any meeting in the goal of promoting a group or individual with political, religious, commercial or financial purposes will not be authorized.

2. Rental Terms of Use

- a) All rental requests must be transmitted to the municipal administration at least one (1) week before the activity is to be held.
- b) A \$100 deposit is required upon contract signature to reimburse expenses in the case of damage, loss or theft of material, including keys (if applicable). This deposit shall be returned to the renter when the keys are returned the following day or the next business day (Monday).
- c) It is prohibited to install posters, stickers, photos or other items with Scotch tape, tacks or nails.
- d) The renter is responsible for keeping the space clean. This person must pick up all paper, bottles, cans, plastic cups, etc., with plastic garbage bags that are supplied, and empty them into the appropriate containers.
- e) The renter must ensure that windows and lights are closed and doors locked before leaving the site. In addition, the renter must set the alarm system, if applicable.

3. Signatures

Town representative:

Renter name:

Address:

Event:

Signed in _____ on _____.

Town of Stanstead representative

Renter

Alcohol Permit

For special events (weddings, parties, family reunions) where you intend to sell OR consume alcoholic beverages, you must request an alcohol permit from the *Régie des alcools, des courses et des jeux du Québec*. (Form available: <https://www.racj.gouv.qc.ca/en/forms-and-publications/forms/alcohol/reunion-permits.html>)

In addition, the renter **must submit proof of valid alcohol permit** following facility reservation.

NOTE

Municipal administration reserves the right to refuse any rental request if the renter intends to hold a meeting or event that does not respect the general conditions or rental terms of use.

ADDITIONAL REQUESTS