

PLEASE PRINT



ROTARY "SUNSHINE" PARK CHALET RENTAL APPLICATION DEPARTMENT OF COMMUNITY SERVICES RECREATION DIVISION

CONTACT INFORMATION

SECTION 1

Main Contact Name of Group/Organization Address City/Town Postal Code Phone Number (Home) (Work) (Cell) Email Address (Fax) Alternate Contact (Phone) (Cell) Type of Group: Family Non-Profit # Corporate Other

DATE(S) REQUESTED (Groups are not permitted in the Chalet prior to confirmed arrival time.)

SECTION 2

Rental time requested must include time needed for set-up and break down.

1st Choice Date 2nd Choice Date Arrival Time Departure Time Total # in Group (Maximum of 24 for Sleepover) Type of Activity: Meeting Sleepover Sports Bouncy Castle BBQ Outdoor Activity/Structure (specify) Other: Signature of Applicant Date Submitted

GENERAL INFORMATION (Bookings are done on a first come, first serve basis.)

PLEASE READ INFORMATION

SECTION 3

For family/individual bookings, a Recreation account must be set up before application can be processed. Account set up can be done at the Paul Reynolds or Mews Community Centres or online. Payment must be made in full once booking has been confirmed. Please allow 1 week for processing. Two (2) weeks notice is required for all cancellations or payment will be forfeited.

\$50 refundable key deposit is required when picking up the key and key will not be released until 30 minutes prior to the scheduled booking time. Deposit will be forfeited if key is not returned within 1 hour after scheduled departure time.

Rental of the Chalet will include a patio deck with propane barbeque; kitchen with fridge; stove and dishwasher; meeting room with propane fireplace; and bedrooms with bunk beds to accommodate 24 people. Male and female washrooms and shower facilities are available. No internet service or TV/DVD player available. It is recommended that user groups supply their own pots, pans, cutlery, barbeque utensils, and their own bed linens for sleepovers.

The Chalet must be left in a neat and tidy condition after use. The Chalet can hold a maximum of 65 people seated or 141 people when standing.

Alcoholic beverages will not be permitted on the premises. The Chalet is a SMOKE FREE facility. NO OPEN FIRES. NO PETS permitted. No personal bouncy inflatables allowed. If a bouncy inflatable is rented through a rental agency, an Insurance Certificate must be provided.

FOR INTERNAL USE ONLY

SECTION 4

Permit Number Date(s) Confirmed Rental Fee Amount Date Received Date Deposited Requested Arrival Time Departure Time Key Deposit: \$50.00 Date Paid & Key Picked Up:

The completed form can be mailed to the following address: OR The form can be emailed to: recreation@stjohs.ca or fax (709) 576-5691 Attention: Recreation Account Representative H.G.R. Mews Community Centre P.O. Box 908, St. John's, NL A1C 5M2 The completed form can be dropped off at: H.G.R. Mews Community Centre, 40 Mundy Pond Road For more information, please call (709) 576-8499

Form Received By Date Form Received



ROTARY SUNSHINE PARK BOOKING INFORMATION

The Rotary Sunshine Park Chalet facility is available for rent to youth and community groups, special needs groups / agencies, individuals and corporate organizations. The following regulations are in place:

1. All bookings are taken on a **first come first serve** basis.
2. A minimum of **two (2) weeks notice** is required for cancellations.
3. **Once permit has been signed and payment received, the key to the facility can be picked up at the H.G.R. Mews Community Centre, 40 Mundy Pond Road, 30 minutes prior to the start of the rental time and must be returned within 1 hour of rental departure time. A \$50 Refundable Key Deposit is required at the time of key pick up and will be forfeited if the key is not returned within 1 hour of the departure time. After the key is returned, payments by credit card will be refunded to the same credit card on the next business day. Payments made by debit, cash or cheque will be refunded by cheque and will take 2-3 weeks for processing.**
4. Rental of the Chalet will include a patio deck with propane barbeque; kitchen with fridge; stove and dishwasher; banquet / meeting room with propane fireplace; washroom facilities; and bedrooms with bunk beds to accommodate 24 people.
5. It is recommended that pots, pans, cutlery, table cloths/linens and barbeque utensils be supplied by the user group.
6. The building must be left in a neat and condition after use. Any kitchen utensils must be cleaned by the user group.
7. Women's bathroom has 3 toilets and 2 showers and Men's bathroom has 2 toilets, 2 urinals and 3 showers.
8. For evening use, the Chalet must be vacated by 1:00 am.
9. User groups must supply their own bed linens / clothes for sleepovers.
10. The Chalet can hold a maximum of 65 people seated or 141 people when standing. (Sleeping accommodations for 24 people.) Approximately 60 chairs and 6 folding tables.
11. **Alcoholic beverages will not be permitted on the premises.**
12. The Chalet is a **SMOKE FREE** facility.
13. **NO PETS** permitted.
14. No internet service or TV/DVD player available.
15. No open fires permitted at Rotary "Sunshine" Park.
16. For further information on booking the Rotary "Sunshine" Park Chalet, please call the H.G.R. Mews Community Centre at 576-8499 from 8 a.m. to 10:30 p.m. or email recreation@stjohns.ca .