

# Terence Bay Community Hall Rental Agreement

80 Sandy Cove Road, Terence Bay

Renter: \_\_\_\_\_

Company / Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred method of contact: \_\_\_\_\_

Are you interested in being informed about hall news and future events?  Y  N

BOOKING DATE: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

People Expected: \_\_\_\_\_ (Max 145) Bar Service Required?  Y  N

Please tell us a little about your event:

\_\_\_ Wedding/Reception/Party

\_\_\_ Children/Youth Party (0-18)

\_\_\_ Business

\_\_\_ Meeting/Class

\_\_\_ Fundraising Event (%15 discount)

\_\_\_ Other (describe below)

# TERENCE BAY COMMUNITY HALL

## RENTAL FEE STRUCTURE

	Selection	Price	Paid?
<b>DRY EVENTS – No Bar Service Required</b>  Rental fee includes set up time and tear down time, use of kitchen and kitchen contents.	4 Hours	\$100	
	6 Hours	\$135	
	8 Hours	\$170	
	Under 4 hours - \$30/hr. flat rate x _____ hours	\$	
<b>Damage Deposit*</b> (due upon booking, refunded within three days)		\$50	
Additional time – Add \$25/hr.		\$	
Less Discount (where applicable)		\$	
<b>TOTAL FEE</b> (cash and check accepted, payable to the Terence Bay Community Hall Association)		\$	

\* Damage deposits for dry events may be waived at the discretion of the TBCHA and its representatives. Should property damage be noted upon final inspection, the Renter will be responsible for replacement costs as outlined in Appendix B.

           initials

	Selection	Price	Paid?
<b>WET EVENTS - Bar Service Required</b>  Rental fee includes two hours free immediately prior to rental time for set-up, two bartenders and cleaning services. No bar minimum required.	4 Hours	\$150	
	6 Hours	\$200	
	8 Hours	\$250	
<b>Damage Deposit</b> Due upon booking, refunded within three days		\$100	
Additional time – Add \$35/hr.		\$	
Less Discount (where applicable)		\$	
<b>TOTAL FEE</b> (cash and check accepted, payable to the Terence Bay Community Hall Association)		\$	

## Section A - Rental Terms and General Rules:

1. **A minimum deposit of \$50.00 to hold the date is required upon booking** and will be deducted from the overall rental fee.
2. **Payment in full** must be received **seven days in advance of date booked**; otherwise the date shall be deemed available for another rental or subject to cancellation and the \$50.00 deposit held by the Terence Bay Community Hall Association for lost rental opportunity.
3. **The terms of this agreement applies to the following use of space and equipment:** main hall, kitchen, restrooms, coat room, portable sound system and projector screen (*Note: tape is not to be used on screen – for slideshow use only and stereo controls are NOT to be adjusted*). **Public operation by the Renter or outside vendors of the canteen or bar is prohibited.**
4. Parking is available for patrons. The Terence Bay Community Hall Association is not responsible for any damage or theft to any motor vehicle while parked on the property.
5. Renters are responsible for set-up and clean up within the rental times as set forth in this agreement, and tables and chairs arranged as they were before vacating unless otherwise authorized (see *Appendix A – Cleaning Requirements and Facility Checklist*).
6. Setup and cleanup outside the terms of this agreement requires approval and may be subject to additional charges.
7. Minors (18 years and under) are ONLY allowed to use the building with adult supervision. Minors attending wet events are to be appropriately supervised at all times. \_\_\_\_\_ initials
8. **Facility Access** – Key arrangements can be made with Jean Slaunwhite, Rental Agent by calling 902.852.2562. Access to the hall is strictly guided by the terms of this agreement; any special considerations must be authorized by a member of the Terence Bay Community Hall Association in advance. **Before leaving the building**, ensure that the key is placed on the counter beside the kitchen sink. Exit through the back door, ensuring it locks behind you. Alternatively the key may be returned to Jean Slaunwhite – please call in advance to inquire whether she is at home.
9. **Lost Keys** – the Renter will incur a \$200 fee for keys lost and/or not returned within three days.
10. **Last-call for bar service is mandatory 30 minutes prior to event close**, and all events must wrap up no later than 1:00 AM. \_\_\_\_\_ initials
11. The Renter is responsible to ensure that the building and grounds are vacated by 1:30 AM. \_\_\_\_\_ initials
12. The Renter shall remove all personal property and ensure that any other items that were not present in the venue before the Renter took control of it are removed before leaving.

13. **Any damage to the hall during the rented timeframe, by the Renter or their guests, is solely the responsibility of the Renter.** Major damage must be reported to a member of the TBCHA immediately. The Terence Bay Community Hall Association reserves the right to hold back the damage deposit for any damages and bill the renter for costs in excess of damage deposits paid (See *Appendix C – Property Replacement Costs*). [redacted] initials

14. An overall clean and facility check for dry events is to be completed by the Renter before vacating (see *Appendix B – Cleaning Requirements and Facility Checklist*).

15. The Terence Bay Community Hall Association subscribes to providing a positive space for patrons and volunteers alike. Violence and abuse or harassment, in any form, will not be tolerated and may result in restricted use in the future. **Those working in the space for your event are un-paid volunteers.** As such, **it is the Renter’s responsibility to promptly address any issue / concern raised by volunteers in relation to unruly patronage of their guests.** [redacted] initials

## Section B - Community Hall Restrictions:

1. **Access to the bar, former fire truck bays, offices, and storage area is strictly prohibited.**
2. The Hall is a **NON-smoking / NON-vaping facility.** Please use designated areas marked outside for this purpose and respect provincial smoking regulations, including the use of cannabis.
3. NO pets. Service animals permitted.
4. **The use and sale of alcohol is regulated by the NSLC. Absolutely no alcohol of any kind is to be brought onsite by the public at any time and alcohol is not to be taken outside.** It is the responsibility of the renter to ensure guests are aware of the policies to substance use. [redacted] initials
5. No nails, tacks, glues, 3M removable fasteners or tape can be used on the walls or doors. The use of sticky tack poster adhesives is permitted. Damage to the building may result in additional charges.
6. No decorations may be placed on the building exterior.
7. **The kitchen is a limited use, non-commercial kitchen.** You are welcome to use its contents. A refrigerator is available in addition to an electric stove to be used **only** for the purpose of reheating foods that have been **prepared offsite in order to remain compliant with food safety regulations in the space.** The use of crock pots to keep food hot through to transport onsite is encouraged to help ensure food safety for your guests. **Please bring your own dishcloths, dishtowels, etc. to use and take them with all other personal belongings upon vacating.**

8. Music and loud noise on the grounds must be kept respectful so as not to disturb peace within the neighbourhood as per HRM By-Law Number N-200 – Respecting Noise.
9. The Renter is responsible for obtaining licenses and permits necessary for their event (ticket lottery raffles, 50/50 draws, etc.) where applicable. Licenses and permits must be displayed publicly throughout the duration of the event. [novascotia.ca/sns/access/alcohol-gaming.asp](http://novascotia.ca/sns/access/alcohol-gaming.asp)   initials
10. The Terence Bay Community Hall Association will not accept responsibility or liability for damage or injury of and/or loss of property belonging to any organization, users or those who attend functions in or on the property. The Renter will be liable for the actions of the Renter or any of Renter’s guests while in control of the venue, and shall indemnify and hold harmless the Terence Bay Community Hall Association against any and all legal actions which may arise from Renter’s use of the venue.

### **Damage Deposit**

Upon Renter’s completion of his/her obligations as outlined herein under line #7, Section B, the Terence Bay Community Hall Association shall return to the Renter the deposit within three days, minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter’s associates, guests, invitees, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter’s knowledge or consent. Additional charges may apply in the case of excessive damage above and beyond the initial deposit received, where necessary.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter’s Signature, date	Hall Representative’s Signature, date
Printed Name	Printed Name