



## Event Rental Agreement Form

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### Renter Information

- **Full Name(s):** \_\_\_\_\_
- **Organization (if applicable):** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

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### Event Information

- **Event Type:**  
 Wedding  
 Special Event
- **Event Name (if applicable):** \_\_\_\_\_
- **Date of Event:** \_\_\_\_\_
- **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_
- **Estimated Number of Guests:** \_\_\_\_\_ (Max 160)

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## Rental Package Selection

(Check one)

### **Wedding Package - \$1550**

Includes 9-hour rental, bar service, setup/cleanup time, and basic access on the day of wedding. **Anyone under the age of 19 must leave at 10pm due to the Liquor License of Nova Scotia.**

Friday night set up from 6:00pm to 10:00pm.

Sunday Morning clean up from 8:00am to 12:00pm

**Special Events last call is at 12:00am with alcohol sales ending at 12:30am, and guests out of the Centre by 1:00am (unless otherwise agreed upon by Senior Manager)**

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### **Special Event Tiers**

Special events are for alcohol service/bartender. The PRCC provides the bartender for the event - we ask that the alcohol sales cover the cost of the bartender's hours over the course of the rental. Example: 6 hours of alcohol service sales must cover 6 hours of bartender wage = \$96 in sales over 6 hours.

**Special Events last call is at 12:00am with alcohol sales ending at 12:30am, and guests out of the Centre by 1:00am (unless otherwise agreed upon by Senior Manager) Anyone under the age of 19 must leave at 10pm due to the Liquor License of Nova Scotia.**



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### **Number of Tables:**

Rectangle tables: \_\_\_\_\_

Round tables: \_\_\_\_\_

### **Add-Ons (*select all that apply*)**

#### **Extra Time**

Extra event setup hours: \_\_\_\_\_ hrs × \$35/hr = \$\_\_\_\_\_

Extra bar hours for wedding: \_\_\_\_\_ hrs × \$30/hr = \$\_\_\_\_\_

(max until 1:00am)

Kitchen for food prep: \_\_\_\_\_ hrs × \$30/hr = \$\_\_\_\_\_

(Kitchen use requires the renter to provide a valid Food Safety Certificate - Kitchen fridge can be used for food storage ONLY and does not require a Food Safety Certificate). Kitchen does not include the use of cooking materials such as pots and pans, only the use of the appliance and space.

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#### **Technology**

Projector (with Portable Screen if needed) – \$25

Meeting Owl w/ Laptop - \$25

Professional Audio Equipment with Mic Set Up - \$50

Apple IPad - \$20

Podium – \$10

Laptop \$25

Portable Amp - \$15

Bose Portable Speaker - \$25



### **Linens**

Round 72" – \_\_\_\_\_  $\times \$12.50 = \$$  \_\_\_\_\_ White or \_\_\_\_\_ Black  
 Rectangular – \_\_\_\_\_  $\times \$10.00 = \$$  \_\_\_\_\_ White or \_\_\_\_\_ Black

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### **Kitchen Equipment**

Coffee Urn – \_\_\_\_\_  $\times \$10 = \$$  \_\_\_\_\_  
 Tea Urn – \_\_\_\_\_  $\times \$10 = \$$  \_\_\_\_\_  
 Popcorn Machine – \$20  
 Hot Dog Machine – \$20  
 BBQ Full Day (Propaine Provided) – \$20

### **Dishes, Cutlery & Stemware**

Standard Place Setting – \_\_\_\_\_ people  $\times \$1.50 = \$$  \_\_\_\_\_

Includes: Dinner Plate, Water Goblet, Mug & Saucer Dinner Fork, Butter Knife, & Dessert Spoon



**Additional items from below can be added on**

Dinner Plate – \_\_\_\_\_  $\times \$0.55 = \$$  \_\_\_\_\_

Salad Plate – \_\_\_\_\_  $\times \$0.55 = \$$  \_\_\_\_\_

Soup Bowl – \_\_\_\_\_  $\times \$0.55 = \$$  \_\_\_\_\_

Mug – \_\_\_\_\_  $\times \$0.50 = \$$  \_\_\_\_\_

Wine Glass – \_\_\_\_\_  $\times \$0.50 = \$$  \_\_\_\_\_

Water Goblet – \_\_\_\_\_  $\times \$0.50 = \$$  \_\_\_\_\_

Cutlery (Forks): \_\_\_\_\_  $\times \$0.20 = \$$  \_\_\_\_\_

Cutlery (Soup Spoons): \_\_\_\_\_  $\times \$0.20 = \$$  \_\_\_\_\_

Cutlery (Tea Spoons): \_\_\_\_\_  $\times \$0.20 = \$$  \_\_\_\_\_

Cutlery (Butter Knives): \_\_\_\_\_  $\times \$0.20 = \$$  \_\_\_\_\_

Salt & Pepper Shakers (Combined) – \_\_\_\_\_  $\times \$0.75 = \$$  \_\_\_\_\_

### Extra Items and Notes:



### **Total Cost Calculation**

<b>Description</b>	<b>Amount</b>
Base Package	\$ _____
Add-Ons Total	\$ _____
Other Charges	\$ _____
<b>TOTAL COST</b>	\$ _____

**Deposit Paid** 3 mos prior to wedding \$ \_\_\_\_\_ **Date** \_\_\_\_\_  
(25%)

**Remaining Balance** \$ \_\_\_\_\_

**Note:** Final payment 7 days prior to your event. Cancellation within 7 days of the event a refund will be provided minus the deposit that was paid.

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### **Signatures**

I/we have read, understood, and agree to the terms and policies outlined in the rental agreement and PRCC Bar Policy.

**Renter Signature:** \_\_\_\_\_

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

**PRCC Representative Signature:** \_\_\_\_\_

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



### **Liability Insurance:**

This rental requires general liability insurance; details are below. Once secured, please forward a copy to [booking@prospectcommunities.com](mailto:booking@prospectcommunities.com):

All rentals are required to have a \$2 million-dollar general liability policy unless otherwise indicated.

AON Canada offers access to an event insurance option which provides organizers and groups affordable access to liability insurance when planning events.

Coverage may be obtained for community or family events as well as a wide range of sporting activities (including organized leagues and sport camps).

It is important to note that inclusion in the program is voluntary. Residents may contact any insurance provider to inquire about coverage that best suits their

needs. HRM is providing an option for residents to access group liability insurance.

For more information about event insurance and how to purchase this option, please visit [halifax.instantriskcoverage.com](http://halifax.instantriskcoverage.com).

This insurance is not administered or subsidized by the municipality.

### **Rental Policies:**

Please review our rental policies at the link below. If you have questions about the policies, please let me know:

<https://www.centre.prospectcommunities.com/wp-content/uploads/PRCC-Rental-Agreement.pdf>

### **Payment:**

Payment will be due upon arrival the day of your event.

Your rental will be confirmed upon receipt of your insurance coverage. Submitting your insurance assumes that you have read and understood our policies and are in agreement.

### **Community Feedback and Suggestions**

The Prospect Road Community Centre is committed to providing the best experience possible for the communities along Prospect Road and the members that use the facility.

As part of our community engagement and communication developments, we welcome community members to share their experiences with us. We hope to hear about all the great things going on, and compliments to our amazing staff that keep the Centre going - however we know that not everyday can be a great day and sometimes we need to do better.

Please take a moment to complete the form below to submit your feedback on your experience at the PRCC or a suggestion you may have.



Each member's experience is unique, and we will review each submission with a lens of constructive feedback. Some suggestions or feedback where we can do better may not have an immediate result, however we can promise that we will take everything into consideration as we move forward.

Paper submission forms can be found at the desk when entering the facility for accessibility and ease of feedback at time of experience.

Follow this link to complete the survey: <https://shorturl.at/F6YUs>

Thank you for your continued support of the Prospect Road Community Centre.

I have read and understand the Liability Insurance and the Policies regarding rental and/or space use and expectations of guests.

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**Signature**

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**Date**