Rental Policies Agreement

Prospect Road Community Centre · 2141 Prospect Road Hatchet Lake · 902-852-2711

This agreement sets out the policies for renting our space. By booking, the Renter agrees to the terms below.

1. Payment

- **Payment is due at the time of booking.**
- **Large Events over $1,000:** the Renter may pay 50% up front, with the remaining balance due to [date, e.g. 14 days before the event].
- **Long-term rentals:** 25% is due up front, with the balance billed monthly by the 15th of the month prior.
- We recommend booking an additional 30 minutes before and after your event for setup and cleanup. Any extra time you add will be charged at our regular rental rate.

2. Changes, Cost Adjustments and Add-Ons

- No cost adjustments may be made within 72 hours of the event.
- Add-ons that carry a cost (extra hours, equipment, furniture, etc.) must be requested at least 72 hours beforehand. Requests made later cannot be guaranteed.

3. Cancellations and Refunds

Cancellation	Refund
30 or more days before the event	Full refund
Between 29 and 7 days before the event	50% refund
Less than 7 days before the event	No refund

Insurance and refunds: proof of insurance is required no later than 7 days before the event.

Long term rental cancellations: The 25% deposit is non-refundable if a long-term renter cancels booked dates or ends the rental period earlier than agreed.

***No insurance, no booking, no refund.**

4. Insurance

- The Renter must provide proof of event/liability insurance at least 7 days before the event date.
- All Renters are required to have a $2 million-dollar general liability policy unless otherwise indicated.

- Insurance is also required in addition to a food handler certification when renting the kitchen (see Section 6).

5. Glitter and Confetti

- No glitter or loose confetti. Glitter, loose confetti, and similar scatter decorations are not permitted anywhere in the building.
- A **$50 charge** applies for breaking these rules.

6. Kitchen Rental

- The Renter must hold a valid **food handling certificate** (copy provided at least 7 days prior to the event) and **insurance**.
- If the Renter is selling food, they must also hold the required **permit** and provide a copy 7 days before the event.
- The Renter is responsible for leaving the kitchen clean and in the condition it was found.

7. Bar Rental

- Renting the bar **requires renting the Multi-Purpose Room (MPR)** as well.
- Alcohol service must be handled by a **licensed bartender** and any required event/liquor permits must be in place.
- With enough notice the PRCC can provide a licensed bartender at an added cost depending on the hours.

8. Birthday Parties

Bouncy castles / inflatables

- Renters may bring their own bouncy castle, subject to the following maximum dimensions:
    - Gymnasium = 15’h x 24’l x 12’w
    - Multipurpose Room = 8'h x 6'l x 8'w
- Inflatables must be supervised by a certified bouncy castle attendant at all times, and supplied with proof of the inflatable company’s insurance where applicable.
- No wet castles/inflatables allowed inside the building.
- Bouncy castles/inflatables cannot block room entries or exits.

Cake storage

- We offer **half of our commercial fridge** in the kitchen for storing cake.

Animals

- Only service animals are permitted in the building, and any exception (e.g. a petting zoo or party entertainer) requires advance written approval, proof of insurance, and the Renter’s responsibility for cleanup and any damage. Other pets are not permitted.

9. Booking Terms

- The person signing this agreement must be 19 or older.
- A booking is confirmed once the signed agreement is returned to PRCC staff.
- The Renter may not assign, transfer or sublet the booking.
- The Resource Opportunities Centre (ROC) may refuse a rental to any group or individual who has abused the Centre or its equipment, or who has unpaid past rentals.

10. On-Site Rules

- The Renter is responsible for the conduct of their guests and for any damage to the property during the rental period.
- **Staff:** Staff are on site for the whole rental. Renters must follow staff instructions, and staff may take any action needed to ensure conditions are followed, including closing the rental or event.
- **Supervision:** Adult supervision is required at rentals or events where youth or children are attending.
- **Set-up and take-down:** These are the Renter's responsibility. A half hour before and a half hour after the rental time is included. Extra time must be requested. Rooms must be left as found, with garbage in the designated areas.
- **Smoking:** The Centre is a non-smoking facility. No smoking of any kind within 4 metres of windows, air intake vents and entrances.
- **Illegal substances:** Consuming, possessing or selling illegal substances is strictly prohibited. Violators will not be welcome in the Centre and may face criminal charges.
- **Behavior and language:** The Renter's group is responsible for participants' behavior and must follow all posted signs and notices. Improper behavior, language, verbal abuse, or disrespect to staff or the public will not be tolerated and may result in loss of future booking privileges.
- **Gymnasium:** Indoor shoes must be worn at all times. Space is available outside the gym for outdoor shoes. No food is allowed in the gym, and drinks are limited to water.
- **Walls and fixtures:** No nails, tacks or staples on the walls. Masking tape and sticky tack are permitted. Decorations may not be attached to fixtures without consent from PRCC management.

11. Damage and Cleanliness

The Renter accepts full responsibility for everyone in their party and is liable for the cost of any repairs, replacements or violations resulting from their or their guests' actions. The Renter must return the Centre to its original condition. Example costs:

Item	Cost
Excess cleaning	$50 per hour
Table repair	$100
Table replacement	$200
Chair damage	$50
Chair replacement	$100

Item	Cost
Wall or paint damage	Based on extent of damage

12. Rights of the Centre and Weather

- The PRCC may prohibit use of the facility by individuals or groups that violate, or promote violation of, the rights of others under the Nova Scotia Human Rights Act, the Canadian Charter of Rights and Freedoms, or the ROC's Workplace Violence Prevention Policy.
- The PRCC may amend or cancel a rental because of renovations or repairs, inclement weather, emergency problems, or violations of this agreement.
- If inclement weather closes the Centre, we will try to reschedule the rental. If the Centre stays open, groups are expected to attend and regular fees apply.

10. Agreement

I have read and agree to the Rental Policies and Agreement above.

Renter name: _____

Event date / space rented: _____

Signature: _____ **Date:** _____

Venue representative: _____ **Date:** _____