

HALL RENTAL AGREEMENT

Terms, conditions and rental fees shown here are effective June 11th 2009.

Terms and conditions are subject to change at any time and they will apply to all rentals taking place immediately after the change, regardless of the time of booking.

Rental rates can change any time, however, upon payment of the damage deposit the rates are reserved.

Items shown as "to be inserted" in this document are to be negotiated with the Events Coordinator at the time the contract is signed, and filled in and initialled by handwriting.

A. General Rates

Event	rent	damage deposit
Hourly Rental (up to 3hrs)	\$50	\$ 0
Half Day event (9am to 3pm) (12pm-6pm) (6pm-1am)	\$150	\$ 0
Full Day event (9am to 6pm)	\$250	\$ 0
More Than Full Day event More than 9 hours (i.e. 9am to 1am)	\$300	\$ 1 0 0
Major Receptions Official functions including full dinner, liquor, possibly music, and the use of the hall, for example weddings or other banquets.	\$600	\$100

Rent includes:

- ◆ The use of the kitchen for the day of the event and the day before (9am-5pm).
- ◆ Decorating can be done the day before and the morning of the event, 9am-5pm Monday to Friday and 1pm-5pm Saturday & Sunday.
- ◆ The use of tables, chairs and linens (Dusty Rose).
- ◆ Seating for 140 (Reception Hall)
- ◆ Studio for spill over
- ◆ 22 x (6' x 30") tables (borrowed from the Arena)
- ◆ 4 x (6' x 30") tables
- ◆ 6 x (8' x 30") tables
- ◆ 12 x (5' x 30") tables
- ◆ 6 x (30" x 30") tables
- ◆ 6 x 30" round High-top tables (42" tall) and 15 stools
- ◆ 4 x (8' x 24") Buffet tables
- ◆ Raised performance Stage
- ◆ Simple sound technology not requiring a technician e.g.. music supplied by CD, Laptop, MP3 or I-Pod. Microphone with Stand and podium available.
- ◆ BAR - will be staffed and the liquor will be provided by the Arts Centre. The renters' guests will have to pay for the drinks unless another setup is negotiated with the Events Coordinator at the time the contract is signed

A checklist of all the items made available will be completed **(Schedule B)**.

B. Conditions

1. Damage deposit, and rent payment.

- a. Damage deposit is fully refundable if the event takes place and the hall, kitchen and washrooms are returned in the same condition as received, based on a pre- and post-event checklist in **Schedule C**. Renter and Art Centre representative each receive a copy of the contract, including the completed checklist, signed by both. Any post-event damages are deducted from the damage deposit.
- b. Renter is responsible for:
 - ◆ any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the damage deposit is not sufficient to cover them.
 - ◆ the conduct of their staff and guests, on and off the premises during and following the event.
 - ◆ the proper handling of all equipment and furnishings.

2. Cancellation.

- a. If the renter cancels the booking of a Major Reception within 60 Days of the booked event date, the damage deposit is retained by the Arts Centre. If the renter cancels the booking more than 60 Days before the booked event date, the damage deposit is refunded in full.
- b. If the event is cancelled by the Arts Centre for reasons beyond the Centre's control, the damage deposit is fully refundable.

3. Cleaning. The hall, kitchen and associated facilities will be delivered professionally cleaned to the renter. The renter is expected to remove all decorations. If extensive cleaning is required after the end of the event, the Arts Centre will perform it and charge the cost to the damage deposit. Cleaning services are provided during the event and are negotiated separately at a per hour charge. **See note #3 page 4**

4. Decorating. The Reception Hall will be made available to decorators for free the day before and day of the wedding or Major Event, during regular Arts Centre Hours, 9am to 5pm, Monday to Friday and 1pm to 5pm, Saturday and Sunday. There will be a per hour charge added to bring an employee in on their off hours.

5. Decorations. A list of Do's and Don'ts with respect to Decorations will be supplied as **Schedule D**.

6. Parking. Parking area is available for use by all events at no extra charge.

7. Sound Equipment and Sound Check for Bands. The initial sound check should ideally be completed 1 hour before event start time. A qualified sound technician only, is allowed to use our equipment. Where complicated setups are needed there will be a fee of \$50 for the use our sound equipment and a fee of \$75 to provide a sound technician. A list of our available sound equipment can be found in **Schedule E**

- 8. Catering.** Catering must be provided by a licenced catering company. There is a \$1 per person charge for use of our table settings (plates, bowls, side plates water glasses, wine glasses, knives, forks, salad forks, tea spoons, soup spoons, cups and saucers). Either the caterer will bill you and pay us or you will be billed by us directly (some Caterers charge it through to you and some do not). A professional propane stove is provided free of charge. The Caterer is in charge of returning the kitchen to its original state and cleaning and putting away dinnerware.
- 9. Liquor.** A cash bar is included in the rent. Cash bar service includes the liquor license, staffing of the bar and service of liquor. Patrons pay for their drinks only. Alcohol sold in the hall must be consumed within the hall or the rear deck, not in the parking lot. No alcohol other than that sold by the Arts Centre is permitted on Arts Centre property. Our liquor license cannot be interrupted to allow for another license to be used. Any alcohol purchased for an event (e.g. wine for a Wedding Reception) must be bought using our liquor license number and is subject to a 30% corkage fee. Arrangements must be made with the Events Coordinator to bring in a special alcohol order. No home made Wines or Alcohol are allowed to be brought in.
- 10. Smoking.** According to the Smoke Free Places By-law S-203 of the Municipality, the entire Hall and associated areas such as washrooms and kitchen, is a Smoke Free public place. By decision of the Arts Centre, no smoking is permitted within 10 meters outside of the main (front) entrance, smoking is permitted on the back deck of the reception hall.
- 11. Storage areas.** There is a coat room that the renter can use. There is limited other storage areas. See the Events Coordinator for hall rental details.

Schedule A

Renter/s: _____

Date/s Requested for: _____

Purpose Of Event: _____

Name of Caterer: _____

Bar Staff: _____

(see note 3) Auxiliary Staff: _____

Entertainment Type: _____

Estimated Number of Guests: _____

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Inverness County Centre for the Arts in accordance with the conditions in Schedule A. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Arts Centre.

Name: _____

Contact information: _____

Signature: _____

Date: _____

- Note 1: Schedule of actions re. Hall Rental. When the booking is made, the contract must be signed, and the deposit and damage deposit is paid in full.
- Note 2: For events which do not include the use of the kitchen, rent includes the use of tables and chairs only.
- Note 3: One staff person will be hired for the first 100 Guests a second at 140 guests, billed through to the renter. Available for clearing tables of bar glasses and bottles, cleaning spills and other miscellaneous tasks.
- Note 4: If coffee and tea are requested we will bill the renter \$.50 a person to cover cost of goods plus do initial setup. Maintaining tea and coffee area is up to renter.

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Inverness County Centre for the Arts so as to permit the Applicant the right to use the Premises at the time or times specified in **Schedule A.**

Name: _____

Title: _____

Signature: _____

A checklist of all the items made available.

- The use of the kitchen for the day of the event.
 - The use of the kitchen the day before the event (9am-5pm).
 - Decorating the day before the event
 - Decorating the day of the event
- Decorating can be done the day before and the morning of the event, 9am-5pm Monday to Friday and 1pm-5pm Saturday & Sunday. See below for decorating during off hours
- The use of tables & chairs
 - The use of linens (Dusty Rose).
 - Seating for 140 (Reception Hall)
 - Studio for spill over
 - 22 x (8' x 30") tables (borrowed from the Arena)
 - 4 x (6' x 30") tables
 - 6 x (8' x 30") tables
 - 12 x (5' x 30") tables
 - 6 x (30" x 30") tables
 - 6 x 30" round High-top tables (42" tall) and 15 stools
 - 4 x (8' x 24") Buffet tables
 - Raised performance Stage
 - Simple sound technology not requiring a technician e.g.. music supplied by CD, Laptop, MP3 or I-Pod. Microphone with Stand and podium available.
 - BAR - will be staffed and the liquor will be provided by the Arts Centre.

A checklist of extra items needed for the event.

- Decorating done on off hours @ \$25.00/hr
- Extra staff needed for event @ \$10.00/hr
- Sound Technician @ \$75.00 for the event
- Rental of extra sound equipment @ \$50.00 for the event

Damage deposit is fully refundable if the event takes place and the hall, kitchen and washrooms are returned in the same condition as received, based on a pre- and post-event checklist:

Note only obvious damage that could be attributed to the Event. Minor blemishes are not counted.

kitchen before event _____

kitchen after event _____

Mens Washroom before event _____

Mens Washroom after event _____

Womens Washroom before event _____

Womens Washroom after event _____

Reception Hall before event _____

Reception Hall after event _____

Studio before event _____

Studio after event _____

Schedule D

A list of Do's and Don'ts with respect to Decorations.

Do's

- ◆ Have fun Decorating.
- ◆ Put decorations up with transparent tape, its not as sticky as the clear and so won't peel the paint.
- ◆ Use reasonable sized screws.
- ◆ Check with us for step ladders.

Don'ts

- ◆ Please no confetti inside the building it gets into the cracks in the floor and is very difficult to remove.
- ◆ Do not use nails for hanging or attaching decorations to anything.
- ◆ Leave us the gift of balloons they're pretty but no thanks.
- ◆ No drinking and decorating, or arriving intoxicated to decorate, it just slows things down big time, remember that painting party that didn't pan out so well. anybody considered inebriated will have to leave.

Schedule E

A list of our available sound, lighting and video equipment

#Sharp LCD projector

Draper 9'x12' electric screen

JVC DVD player

JVC video recorder

Pro Stage lights

Wharfedale powered speakers

Behringer quad gate

Behringer quad compressor

Digiflex snake

Sennheiser microphone (6)

Allen & Heath 16 channel mixer

Teac CD/cassette

Lite-Puter mount dimmer & lighting controls