Terence Bay Community Hall Rental Agreement

Terence Bay Community Hall Association (TBCHA)
80 Sandy Cove Road, Terence Bay

Renter's Name: _____

Company / Organization (if applicable): _____ __

Address: _____

Home: _____**Cell:** _____

Email: _____ **Preferred method of contact:**_____

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

Booking date (day, month, year): _____

Start Time: _____ **End Time:** _____ **Set Up Time:** _____

People expected (max 145):

Is bar service required? □ **Yes** □ **No** **Is use of the fridge required?** □ **Yes** □ **No**

Event type (please circle):

Wedding/Reception/Party - Children/Youth Party (0-18) - Business Meeting/Class - Other

Please tell us a bit about your event:

Rental	Fees	Hours	Price	Paid?
Rental fee includes: ● One hour set-up and half hour take down ● Limited use of kitchen & kitchen contents ● Bartender ● Cleaning ● HST	$35/hour with 2 hour minimum	2	$70	
	Additional hours $35/hour			
5 hour special event	$150 for a 5-hour event	5	$150	
Total				

Pay by cash
or by cheque payable to TBCHA
or by e-transfer to tbchatransactions@gmail.com

A credit card number is required at booking : Should property damage be noted upon final inspection, the Renter will be responsible for damages charged to the credit card provided.

Credit Card Number: _____

Expiry date: _____ CVC: _____

Name on card: _____

Rental signature: Rental Terms and General Rules are acknowledged.	**Hall Representative's signature & date**
Printed Name	**Printed Name**

This document will be shredded when the event is completed.

Rental Terms and General Rules:

1. **Payment** – Payment in full must be received upon confirmation of your booking by cash or cheque; otherwise the date shall be deemed available for another rental or subject to cancellation.
2. **Damages** - A credit card number is required at booking: Should property damage be noted upon final inspection, the Renter will be responsible for damages charged to the credit card. 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 by email to tbcha2018@gmail.com with photos.
3. **Cancellations** – The Hall reserves the right to cancel an event for any reason and the renter will reimburse for such cancellations. Events cancelled due to changing public health guidance or storms may be rebooked or refunded. Renters cancelling events and requesting refunds or rebooking are required to provide **14-day notice**. Refunds (partial or full) to renters for cancellations under other circumstances will be considered.
4. **The terms of this agreement apply to the following use of space and equipment:** main hall, kitchen, restrooms, coat room, and projector screen.
5. **Public operation by the renter or outside vendors of the canteen or bar is prohibited.**
6. 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.
7. **Renters are responsible for set up** of the Hall for their event. Renters are responsible for taking all of their own belongings upon vacating the space & garbage must be placed in front of the bar. Cleaning bathrooms, sweeping, mopping, etc. is the responsibility of the TBCHA.
8. **Minors** (18 years and under) are ONLY allowed to use the building with adult supervision. Minors attending bar events are to be appropriately supervised at all times.
9. **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 the key is placed on the counter beside the kitchen sink. Exit through the back door, ensuring it locks behind you.
10. **Lost Keys** - The Renter will incur a $200 fee for lost keys.
11. **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 (if applicable).
12. It is the responsibility of the Renter to ensure that the building is clear of all patrons **a half hour after the event end time**.
13. Renters or a designate must be present for the opening and closing of the Hall.
14. The Renter shall remove all personal property from the Hall.
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 will result in a guest being asked to leave, and possible restricted use in

the future. The Renter is responsible to ensure that their guests treat members of the community who are volunteering their time for your event with respect always.

16. All Renters must abide by public health guidelines as set by the Nova Scotia Department of Health and Wellness. Renters are expected to remain up-to-date on guidelines and should reach out the Terence Bay Community Hall Association to ensure a clear understanding of implementing guidelines.
17. **Access to the bar, former fire truck bays, offices, and storage area is strictly prohibited.**
18. The Hall is a **NON-smoking / NON-vaping** facility. Please use designated areas marked outside for this purpose and respect provincial smoking regulations, including for cannabis.
19. Pets are prohibited except for service animals.
20. The use and sale of alcohol is regulated by the Nova Scotia Alcohol and Gaming Division. Absolutely **no alcohol of any kind is to be brought onsite by the public at any time. Alcohol is not to be taken outside.**
21. Nothing is to be posted on the interior walls i.e. No tape, nails, tacks, glues, 3M removable fasteners, or sticky tack is be used on the walls or doors. Damage to the building and its contents will result in additional charges.
22. No decorations may be placed on the building exterior.
23. **The kitchen is a limited use, non-commercial kitchen.** 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. **The use of Hall coffee/tea urns can be requested. Please bring your own utensils, dishcloths, dishtowels etc. to use and take them with all other personal belongings upon vacating.**
24. 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.
25. 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.
26. Operation of the glass doors: **DO NOT JAM THE DOORS OPEN.** This will break the mechanism. Instructions for door operations, including how to keep the doors open, are on the outside cupboard door in the kitchen, over the white cabinet.

tbcha2018@gmail.com
or message the Terence Bay Community Hall facebook page: www.facebook.com/TBCHA

This agreement is effective as of January 1, 2022.