



# Havre Boucher & Area

Cultural, Development & Recreation Association

URL: <http://www.havreboucher.com>  
 Email: [hbcdra01@gmail.com](mailto:hbcdra01@gmail.com)  
 Address: 12401 Highway #4, PO Box 145, Havre Boucher, NS, B0H 1P0

Phone: 234-2188  
 Fax: 234-2181



## RENTAL AGREEMENT

\*\*\* References to "Community" in this agreement comprise of District 9

THE TERMS OF THIS AGREEMENT ARE AT THE DISCRETION OF THE BOARD OF DIRECTORS. ALL RENTALS MUST BE BOOKED IN ADVANCE.

I \_\_\_\_\_ *representing* \_\_\_\_\_

Names \_\_\_\_\_ Function \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Postal Address \_\_\_\_\_

**Hereby agree to rent Havre Boucher Cultural, Development & Recreation Centre on**

\_\_\_\_\_ *From* \_\_\_\_\_ *a.m.* *to* \_\_\_\_\_ *a.m.*  
 \_\_\_\_\_ *p.m.* \_\_\_\_\_ *p.m.*

Date of Event

**Havre Boucher Cultural, Development & Recreation Centre abides by all Nova Scotia Liquor License Acts and Regulations**

**Please check (✓) category that applies to your rental**

- A rental fee of \$750.00/day will be charged for community members. (Includes main hall, kitchen and multi-purpose room).
- A rental fee of \$850.00/day will be charged for individuals or organizations outside the community. (Includes main hall, kitchen and multi-purpose room).
- Multipurpose room, rental fee is \$20.00 per hour or \$75.00 per day.
- Main Hall rental fee for a minimum of 3 hours is \$ 100.00. Additional hours are \$40.00 per hour. If you wish to include the kitchen in your rental there will be an additional cost of \$100.00. These rates are for non-commercial events.
- Variety concert rental charge will be \$75.00 per hour or at the discretion of the Board of Directors.
- Community seniors and volunteer groups hosting non-profit events for the community will be exempt (Maximum of three hours) provided they leave the space in the same state as when they arrived. Upon inspection by hall manager they will be required to pay a janitorial fee of \$20.00/hr if necessary.
- A deposit of ½ the rental fee will be required upon signing this agreement. Balance of rental fee becomes payable the day before the event. Cancellation within 30 days of the event will result in forfeiture of the deposit (half of the rental fee).
- The Community Centre will operate the bar for non-fundraisers and all proceeds go to the Community Centre.
- Security, when necessary, and clean-up will be provided by the owner for all non-fundraisers and is included in the rental fee.
- If the bar is included for a fundraiser, the *Community Centre* will operate the bar and 20% of the gross liquor sales will be charged to cover expenses (cups, juice, ice, heat, electricity). The *renter* is also responsible for staff expenses including Janitor. Anything above this will go into the fundraiser. The fundraiser also receives any money brought in at the door. All advertising and music costs is the responsibility of the fundraiser.
- 50<sup>th</sup> & 60<sup>th</sup> Wedding Anniversary celebrations for community members will be free if the desired date is free within 60 days of the proposed event.
- Table linens are available for \$5.00/per table extra, napkins \$.50/each. A tablecloth/skirt usage form is attached.
- Groups that are using the center free of charge may need to be bumped in order to accommodate groups that are paying to use the center.
- Refreshments and food for meetings: Request from users for tea, coffee, other beverages, food for meeting breaks, lunches etc. will be considered and accommodated to the extent possible. Those users who desire these extras may negotiate the details with the Manager.

## **THE RENTER AGREES TO THE FOLLOWING**

1. Premises mean the building, parking lot and surrounding area.
2. Maximum capacity of the Community Centre for a dance is 360. If the multipurpose room is booked for the same function, the maximum capacity is 420.
3. Maximum capacity for multipurpose room is 60.
4. Community Centre theatre style function maximum capacity is 545.
5. Community Centre full dinner maximum capacity is 335 (with multipurpose room 385).
6. The renter may come in after 6 PM the day prior to the event if no other function is going on or when the hall becomes available.
7. **\*\*** The renter agrees to exercise proper care in the use of the premises, and to cover the cost of any damages resulting from the occupancy or use of the premises or any portion thereof.
8. When using table wine at weddings receptions, the renter requires their own liquor license and this takes 7-10 days to be processed. They must provide a copy of purchase receipt from Nova Scotia Liquor Commission.  
**Note:** ABSOLUTELY NO HOMEMADE WINE IS ALLOWED INCLUDING WINE FROM "MAKE YOUR OWN" ESTABLISHMENTS.
9. **\*\*** The renter or organization agrees to provide the Community Centre or a representative, with a list of persons under the age of 19 years, at family functions, where the bar is in operation. (i.e. weddings) Any one underage caught drinking will be asked to leave immediately.
10. **\*\*** No items shall be attached to walls, doors or ceilings without prior consent of the Board of Directors. The use of hay or straw is prohibited as per Fire Safety Laws. All decorations will be removed before vacating the premises.
11. The community Centre or its Board of Directors shall not be liable for any loss, injury, damage or theft to
  - (a) Person's using the premises.
  - (b) Vehicle's, contents, or any other property on them
  - (c) Personal property brought to the premises.
  - (d) All property brought to the premises is the sole responsibility of the owner and is done so at their own risk.
12. Havre Boucher Cultural, Development & Recreation Centre or its Board of Directors, shall not be liable for loss, injury or damage caused for any reason. The above shall not be liable for any loss or damage caused by acts or omissions of the user, occupants, employees, agents, servants, invitees, and in no event shall the above be liable for any consequential or indirect damage suffered by the user.
13. The user shall indemnify the owner against all liability, claims, damages or expenses due to or arising out of any act or neglect by the user, their servants, employees, agents, invitees or licensees on or about the premises.
14. Rentals Including Bar:
  - (a) The bar will be opened and closed as required by the liquor license, and the premises vacated no later than one hour after closing time stated on the liquor license.
  - (b) All spirits must be served in cups.
  - (c) Guests are not permitted to leave the building with drinks.
15. The user will comply with all statutes, regulations and by-laws of the Federal, Provincial or Municipal Governments, which may in any way affect the premises for the use and occupation, and in particular the provisions of the Fire Prevention Act and regulations made there under and the Liquor License Act and regulations made there under shall be applicable to the premises.
16. PLEASE NOTE: Non-compliance with the above may result in loss of the use of the centre for an indefinite period of time.

### **PLEASE READ THE ABOVE CAREFULLY AND SIGN BELOW**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_



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Confirm Date     Confirm Start Time     Confirm End Time  
 \_\_\_\_\_

Hall                       Kitchen                       Multipurpose Room

Number of Guests                      \_\_\_\_\_

Time Bar Open                      \_\_\_\_\_

Rental of the kitchen requires proper clean up and everything to be returned as found.

Time to Decorate. No tape! (*Putty*)

No Sand on the Tables/Building

Candles must be enclosed and used with care.  
     o Never light candles and leave unattended.  
     o Do not use under something that might catch on fire.

Helium must be removed from premises

Table Setup – We need a plan as early as possible... (*Some sort of layout*)  
 no later than Saturday the week prior to event .A floor plan is included in the rental agreement.

Square Tables	40 Large - 96" (8') length x 29 3/4" wide
	14 Small - 71" (Almost 6') length x 29 3/4" wide
20 Round Tables	5 feet in diameter

Microphones are provided – (Renter responsible for damage and returning).

A projector is available for rental  
 (This is a Capsite rental and the \$25.00 fee is paid separately).

Cost of Linens & Napkins (Tablecloths \$5.00 each    Napkins \$0.50 each)

Table Skirting					
2	12' 2" length	\$10.00	1	7' 3.5' length	\$5.00
1	11' 11" length	\$10.00	2	3' .5" length	\$5.00
1	13' length	\$10.00			

**Collect money**                      (*1/2 Deposit during signing*)

**Amount Collected:** \_\_\_\_\_

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

**Managers Signature:** \_\_\_\_\_

-----  
**Phone Number to be Reached**

-----  
**Signature of Renter**

-----  
**Date**



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## TABLECLOTH/SKIRT USAGE

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Round tablecloths \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Rectangle tablecloths \_\_\_\_\_

Head Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Buffet Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Tea/Coffee \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Cake Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Candy Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Gift Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Sign in Table \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_  
 Miscellaneous \_\_\_\_\_ @ \$5.00 each Total \$ \_\_\_\_\_

### Table skirts

11 to 13 foot lengths \_\_\_\_\_ @ \$10.00 each Total \$ \_\_\_\_\_  
 All other lengths \_\_\_\_\_ @ \$ 5.00 each Total \$ \_\_\_\_\_

### Napkins

\_\_\_\_\_ @ \$ .50 Total \$ \_\_\_\_\_

Total cost \$ \_\_\_\_\_  
 Deposit \$ \_\_\_\_\_  
 Balance \$ \_\_\_\_\_

\_\_\_\_\_  
 Custodian

\_\_\_\_\_  
 Renter