



# Havre Boucher & Area

## Cultural, Development & Recreation Association

URL: <http://www.havreboucher.com> Phone: 234-2188  
 Email: [hbcdra01@gmail.com](mailto:hbcdra01@gmail.com) Fax: 234-2181  
 Address: 12401 Highway #4, PO Box 145, Havre Boucher, NS, B0H 1P0



### 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 \_\_\_\_\_  
 Name(s) Function

#### Contact Detail Information

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing: \_\_\_\_\_

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

Start Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

Please check (✓) category that applies to your rental

#### Full Facility Rentals

Includes Main Hall, Kitchen, and Multi-purpose Room.

<input type="checkbox"/>	Community Members: \$750 per day
<input type="checkbox"/>	Non-Community Members / Organizations: \$850 per day

#### Individual Room Rates (Non-Commercial)

Minimum 3 hour rental per room(s) required.

Room	Rate (per hour)	Hours <i>(Space available only for times rented.)</i>	Total
Main Hall	\$40		
Multipurpose Room	\$20 (or \$100/day)		
Kitchen	\$40		
Hall, Multipurpose & Kitchen	\$90		
		Total:	

## Special Event Rates

<input type="checkbox"/>	<p>Community Non-Profit Events: No fee for up to 3 hours.</p> <p>Conditions: The event must be open to the public with no admission fee. Groups are responsible for all setup, teardown, and cleaning. If the hall manager determines cleaning is required, a \$20/hour janitorial fee will be charged. Once per year per non-profit group. Subject to approval by the Board of Directors.</p> <p>Non-Profit Fundraiser Policy: If a non-profit event is held as a fundraiser for an organization other than the HBCDRA (Havre Boucher and Area Cultural, Development and Recreation Association), a portion of the proceeds is requested to support the community center's operations. Suggested amount: 10% of the first \$2000 raised plus 5% of any amounts over \$2000. This fee may be waived if the event includes a bar.</p>
--------------------------	--

## Milestone & Memorial Events (Community Members)

Note: Donations to the HBCDRA are welcomed in lieu of fees for these occasions.

<input type="checkbox"/>	Milestone Celebrations: Free of charge for 50th/60th Wedding Anniversaries and 100th Birthdays (must be within 60 days of the date).
<input type="checkbox"/>	Celebration of Life: No rental fee (including those who moved to a full time nursing home from District 9).

- 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 HBCDRA will operate the bar 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.
- 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 can be bumped in order to accommodate paid rentals. Subject to approval of the Board of Directors.

### THE RENTER AGREES TO THE FOLLOWING

1. Premises mean the building, parking lot and surrounding area.
2. The 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 the 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. If the renter requires the main hall to be set up in a specific design, the floor plan must be submitted to the Community Center a minimum of one week in advance of the event.

7. For full day rentals, the renter may come in after 6 PM the day prior to the event for the sole purpose of setting up for the event, if no other function is going on or when the hall becomes available.
8. \*\* 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.
9. 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. Havre Boucher Cultural, Development & Recreation Centre abides by all Nova Scotia Liquor License Acts and Regulations.  
Note: ABSOLUTELY NO HOMEMADE WINE IS ALLOWED INCLUDING WINE FROM "MAKE YOUR OWN" ESTABLISHMENTS.
10. \*\* 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.
11. \*\* 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.
12. 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.
13. 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.
14. 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.
15. For rentals which include bar services:
  - (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.
16. 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.
17. Renter is to review the Havre Boucher Community Centre fire safety plan.
18. 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: \_\_\_\_\_



# Havre Boucher & Area

Cultural, Development & Recreation Association



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

Phone: 234-2188  
 Fax: 234-2181

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

Road Signage Request (if applicable). If there are specific requests for items to be added to the road sign, those are to be submitted two weeks in advance (sign usage subject to availability).  
 \_\_\_\_\_  
 \_\_\_\_\_

Hall     Kitchen     Multipurpose Room

Hall rental includes the use of the ceiling mounted projector.

Number of Guests    \_\_\_\_\_

Requested time to open the bar    \_\_\_\_\_

Rental of the kitchen requires proper clean up and everything to be returned as found.  
 (NOTE: THIS INCLUDES THE GRILL WHICH NEEDS TO BE CLEANED WHILE HOT)

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).

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

<b>Table Skirting</b>					
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**



# 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

## 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