

RENTAL AGREEMENT

Dr. Carson and Marion Murray Community Centre

6 Main St. Springhill N.S. B0M 1X0 | Tel. 902-664-7427 | Email: facilitybookings@cumberlandcounty.ns.ca



SUBMIT FORM

User/Group _____ Contact Person _____

Telephone _____ Email _____

Mailing Address _____ Town _____ Province _____ P.C. _____

Event Details

Event Type	Event Date	Booking Start Time	End Time	Room(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reoccurring Booking Reoccurring Day(s) _____ Canteen service requested? Yes No

I understand that damages and/or loss incurred during the rental period will be invoiced to the renter per a repair or replacement cost estimate obtained by the Municipality of the County of Cumberland. Initials _____

Kitchen Rental Terms

The kitchen, if part of rental agreement, must be cleaned, floors swept and all personal items removed. The Renter is responsible for all costs associated with catering services. The caterer or Renter is responsible for ice water/pitchers/glasses. The bar staff is not equipped to help with this setup. Please ensure the kitchen is left in the same condition as prior to rental, use the following as a checklist:

- Stoves (clean underneath burners, ovens and surface)
- Fridges (wiped out)
- Sinks (clean main sink and underneath insert)
- Countertops scrubbed
- Bun-unit is shut-off (DO NOT UNPLUG)
- Dishes cleaned and put away
- Compost all food items

**if any items break or are damaged, please let the office know (902-763-3000), or notify staff onsite.*

Facility Rental Terms

The Dr. Carson & Marion Murray Community Centre reserves the right to refuse any application or to shut down any event in progress that is deemed unsafe or where proper permits or proof of insurance cannot be produced. The Renter shall indemnify and hold harmless the Dr. Carson & Marion Murray Community Centre and The Municipality of the County of Cumberland in relation to the use of the facility during the term of the rental agreement. The Renter reserves the right to refuse entry to the rented space to specific individuals within reason. Smoking and/or vaping is prohibited. The Renter is not permitted to bring alcoholic beverages into the facility. Any outside equipment brought into the venue must be CSA/UL approved. All sets, props, instruments, materials and/or decor must be removed from the facility at the end of the rental period. The Renter is allotted 15 minutes prior to rental time to enter and 15 minutes following the rental to exit the facility. This application is subject to facility approval. It is expected that the Renter pays the rental fee in *advance* of the booking in order to secure the space. Cancellations without 48-hours written notice are subject to full payment. Cancellation fee will be waived in the event of inclement weather or other unavoidable and unforeseen circumstances. The Municipality reserves the right to cancel any rental agreement upon notice to the user should the facility be required for emergency purposes. The Municipality shall not be held responsible for any failure in supplying rentals due to circumstances beyond its control.

Community Rate Terms

The Community Rate is applied to rental fees for approved, eligible groups at the discretion of the CAO. Applications for the Community Rate will not be considered from registered businesses, government, or organizations whose core operations are funded fully or in part by government, health boards, hospitals, regional centres for education and organizations with political affiliations. The CAO will have the authority to exempt government organizations from rental fees where an agreement exists for reciprocal use of facilities. Payment in full is required in advance of the booking date.

Stage Rental - For external borrowing, a \$250 deposit is required. A liability waiver and rental agreement must be signed. The Municipality of Cumberland reserves the right to charge additional fees for staging returned with significant damages and/or needs replacement.

Wooden Tables - For external borrowing, a \$250 deposit is required. A liability waiver and rental agreement must be signed. The Municipality of Cumberland reserves the right to charge additional fees for any tables returned with significant damages and/or needing replacement.

Chairs - For external borrowing, a \$100 deposit is required. A liability waiver and rental agreement must be signed. The Municipality of Cumberland reserves the right to charge additional fees for any chairs returned with significant damages and/or needing replacement.

Renter

By signing this document, I acknowledge that I have read, understood and will abide by the above terms in their entirety.

Signature _____ Print Name _____ Date _____

Included Amenities

Please indicate all that are required. For tables, chairs and linens, please indicate quantity.

_____ Round Tables	_____ 8' Tables	<input type="checkbox"/> Internal Sound System	<input type="checkbox"/> Whiteboard
_____ 6' Tables	_____ Black Chairs	<input type="checkbox"/> Podium	<input type="checkbox"/> Flip Chart
_____ Linens (\$2.28 ea)		<input type="checkbox"/> Projector	<input type="checkbox"/> Microphone(s)
_____ Steamed Linens (\$4.56 ea)		<input type="checkbox"/> Portable Sound System	<input type="checkbox"/> Ceiling Drapes (\$114)

Set up instructions:

Please be as specific as possible.

Rental Fees

	Daily	1/2 Day	Hourly
CIBC Common Room	_____ x \$342	_____ x \$171	_____ x \$68.40
Ross Anderson PharmaCare Teen Centre	_____ x \$199.50	_____ x \$114	_____ x \$34.20
Jim & Jean Gogan Hospitality Room	_____ x \$142.50	_____ x \$91.20	_____ x \$28.50
Richard Calder Arena Dry Pad	_____ x \$570	_____ x \$342	_____ x \$71.25
Commercial Kitchen & Amenities	_____ x \$171	_____ x \$91.20	
BBQ	_____ x \$39.90		
Stage Set-up	_____ x \$28.50 per 4' x 8' section, 9 sections available.		
Bar Service	_____ x \$150*		

Daily rate is any rental over 4 hours, 1/2 day will be charged for 2-4 hour rentals, otherwise hourly rate.

Bar service is complimentary if the bar bill exceeds \$350, otherwise a service fee of \$150 will apply to the Renter. Bar Service total is billed separately and is payable at the end of the rental period. Minors are not permitted in a cabaret environment where liquor is being served.

Rentals after 12:00AM will be subject to a \$114 fee for every hour after.

Wedding Package

- Two full days in the CIBC Common Room, 53' x 53' square foot space. (Friday at noon to Sunday at noon)
- One full day of Commercial kitchen access + kitchen amenities; includes dishware, glassware and cutlery for 150+ guests.
- Choice of black or white linens, up to 15 included.
- Choice of round or rectangular tables.
- White ceiling drapery panels.
- Use of metal arch or rustic, birch arch.
- Bar Service, with a selection of wine, beer, coolers and spirits. (6:00pm to 12:00am)
*alcohol sales must exceed \$350, otherwise a \$150 fee will be charged.
*event must end by 12:00am, every additional hour is charged a fee of \$114
- Complete set-up and tear-down of all tables and chairs, perfectly set-up to your specifications.
- Use of internal sound system and microphone.

Outside rentals (tables, chairs, stage) not included.

Outside Rentals

Liability waiver required. Price does not include transportation, set-up or tear down.

Stage	_____ x \$150 per 4' x 8' section, per day. 9 sections available.
Wooden Table	_____ x \$8 per table, per day
Red Chairs	_____ x \$1.25 per chair, per day

Birthday Party Package

Ice + Room Package _____ x \$171
1 hour of ice time + 1 hour in Hospitality Suite
maximum capacity of 20 people

_____ x \$850

Total Fee _____

HST included.

- Community Rate Requested
- Complete Facility Requested