Rental Agreement

municipality of cumberland

Submit Form

Dr. Carson and Marion Murray Community Centre

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

User/Group _____ Contact Person _____

Telephone _____ Email _____

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

Event Details

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

☐ Reoccurring Booking Reoccurring Day(s) _____ Outsourcing bar service? ☐ Yes ☐ No

Set up instructions:

Included Amenities *Please check all that are required.*

0	Round Tables	0	8' Tables	☐ Internal Sound System	☐ Whiteboard/Flip Chart
0	6' Tables	0	Chairs (max 25)	☐ Podium	

Rental Fees

	Daily	Hourly
CIBC Common Room	____ x $345	____ x $52
Ross Anderson PharmaCare Teen Centre	____ x $115	____ x $30
Jim & Jean Gogan Hospitality Room	____ x $115	____ x $23
Richard Calder Arena (no ice)	____ x $500	

	Daily	2 Days	3 Days
Complete Facility	☐ x $575	☐ x $1035	☐ x $1553
Linens	____ x $1.25		
Portable Sound System	☐ x $15		
Portable Projector	☐ x $10		
Microphone(s)	____ x $10		
Stage Set-up	☐ x $25		
Bar Access	☐ x $25		
Kitchen Access & Amenities	☐ x $25		

Party Package *1 hour in each space*

Ice + Room Package ☐ x $100

Facility Use Only

Subtotal $ 0.00

HST (15%) included in rental fees

Total Fee _____

☐ Damage Deposit Received
☐ Damage Depost Returned
☐ Exemption Requested
☐ Internal Rental
☐ Facility Approval _____ *initials*

Set-up time _____

Facility Rental Terms

The Renter is responsible to ensure all provincial guidelines and advice from public health are followed. This includes, but is not limited to, room capacity, mandatory masking in accordance with provincial guidelines, and verification of proof of vaccination for all participants. Any outside equipment brought into the venue must be Canadian Standards and Underwriters Laboratories (USA/UL) approved. All sets, props, instruments, materials and/or decor must be removed from the building at the end of the rental period. The Renter is responsible for all costs associated with catering services. The Renter is responsible for obtaining all necessary permits and licenses required to serve alcohol. Permits and licenses must be posted during the event. The Renter is allotted 15 minutes prior to rental time to enter and 15 minutes following the rental to exit the facility. 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 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 exemption rate is applied to rental fees for approved, eligible groups at the discretion of the Manager of Recreation Programs & Services. This application is subject to facility approval. Payment in full is required in advance of the booking date. A $50 damage deposit is required at the time of booking and is not included in the total fee calculation. By signing this document, I acknowledge that I have read, understood and will abide by the above terms in their entirety.

Renter

Signature _____ **Print Name** _____ **Date** _____