

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	Start Time	End Time	Room(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Set up instructions:

Included Amenities Please check all that are required.

- | | | | |
|---------------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Round Tables | <input type="checkbox"/> 8' Tables | <input type="checkbox"/> Internal Sound System | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> 6' Tables | <input type="checkbox"/> Chairs | <input type="checkbox"/> Podium | <input type="checkbox"/> Flip Chart |

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 Dry Pad	____ x \$500	____ x \$62.50

Party Package 1 hour in each space

Ice + Room Package _____ x \$100

	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 Service*	____ x \$150		
Kitchen Access & Amenities	____ x \$25		

Subtotal _____ Facility Use Only

HST (15%) included in rental fees

Total Fee _____

- Damage Deposit Received**
- Damage Deposit Returned
- Exemption Requested
- Internal Rental
- Facility Approval _____

initials

Set-up time _____

Facility Rental Terms

The Municipality of the County of Cumberland (Municipality) 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 Municipality in relation to the use of the facility during the term of the rental agreement. The use of tobacco 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 building at the end of the rental period. 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 Renter is allotted 15 minutes prior to rental time to enter and 15 minutes following the rental to exit the facility. 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 Municipality approval. Payment in full is required in advance of the booking date. **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 after 8 p.m. when alcohol is being sold and consumed. **A \$50 damage deposit is required at the time of booking and is not included in the total fee calculation.*

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 _____