



## Hanwell Place Rental Application/Agreement – Non-Profit

| Standard Rental Rates<br>*plus HST | Per Hour |
|------------------------------------|----------|
| Hall (63' x 50')                   | \$17     |
| Boardroom (15'4"x22'6")            | \$13     |

| Maximum Capacities | Standing | Seating | With Table and Chairs |
|--------------------|----------|---------|-----------------------|
| Hall               | 472      | 425     | 200                   |
| Boardroom          | NA       | 20      | 12                    |

### Kitchen Services:

\$90 + HST – Full kitchen (use of everything in the kitchen including, appliances, dishes, cutlery, coffee/tea urns)

### Additional Fees:

SOCAN & RESOUND FEES (Society of Composers, Authors, and Music Publishers of Canada), if applicable, are set below and do not include HST.

| Music without dancing |         |          |         |            |
|-----------------------|---------|----------|---------|------------|
| SOCAN                 |         | RESOUND  |         |            |
| Capacity              | Amount  | Capacity | Amount  | Total Fees |
| 1-100                 | \$9.25  | 1-100    | \$22.06 | \$31.31    |
| 101-300               | \$13.30 | 101-300  | \$31.72 | \$45.02    |
|                       |         |          |         |            |
| Music with dancing    |         |          |         |            |
| SOCAN                 |         | RESOUND  |         |            |
| 1-100                 | \$18.51 | 1-100    | \$44.13 | \$62.64    |
| 101-300               | \$31.72 | 101-300  | \$63.49 | \$90.12    |

### Lessee responsibilities and notes:

### Booking and Payment

- A damage deposit of \$200 is required and will be deposited on the day of key pick-up, the day before the event. It, and/or portion owing, will be returned to the Lessee after the centre has been cleaned and assessed by the caretakers.

- A 50% non-refundable deposit is required to secure the day for booking (*to be subtracted from rental cost*).
- User must complete the rental agreement and pay in full, the established fees at least 30 working days prior to the event or the booking will be considered cancelled, and the Lessee will lose their non-refundable deposit. Any rental requested less than 30 working days from the rental date must be paid in full.
- The centre is rented on a “first come, first served” basis.
- Keys: Doors must be locked, and key(s) must be returned next business day. **It is the responsibility of the Lessee to make arrangements for key pick-up and payment of damage deposit no later than 3:30 pm the day before the event.**
- Hours rented include set up and tear down.
- Method of payment: Visa/MC/Debit, Cash or Cheque
- Prices are subject to change.

## Cancellation Policy

- In the event that building maintenance failures forces the cancellation of an event, a refund, including booking fee, will be returned in full.
- A full refund less the 50% non-refundable deposit is refunded if the request is more than 6 months from the event.
- If the facility is rebooked for that time period, your deposit will be refunded.
- In extenuating circumstances (major weather event, death in family) the refund may be returned in full. This will be left to the discretion of the Clerk.

## Equipment

- Set up and take down of all required tables and chairs for functions will be completed by staff, based on your requirements and direction.
- No facility equipment (tables, chairs, etc.) is permitted outside of the building without prior approval.
- The following will be provided to you at no charge.

|                                                                     |
|---------------------------------------------------------------------|
| Folding Tables - Folding Tables – 25 Round, 17 Rectangle & 8 Square |
| Podium                                                              |
| Banquet Chairs 200                                                  |
| Folding Chairs 100                                                  |
| WIFI                                                                |
| Sound System                                                        |
| AV Monitor ( <i>Boardroom only</i> )                                |

- We are happy to provide the following for a small fee:

|                                         |
|-----------------------------------------|
| Overhead Projector and Screen – \$20.00 |
| Microphones – \$10.00                   |

|                                 |
|---------------------------------|
| Head Table Back Drop - \$100.00 |
| BBQ - \$50.00                   |

- Specific requirements for audiovisual equipment must be confirmed at the time of booking. Equipment is available on a first-come, first-served basis. Clients are welcome to bring their own equipment.

### **Room & Backdrop Dimensions:**

- Hall – 2990 square feet (63' x 50')
- Boardroom – square feet (15'4" x 22'6")
- Backdrop Dimensions: 6'2.5" x 9'11"

### **Decoration Policy**

- No decorations may be placed on the building interior or exterior or in the washroom.
- Absolutely no nails, tape, tacks, command hooks or staples are to be used in or around the centre.
- Candles are not permitted.
- NO CONFETTI in or around the building or parking lot. This includes handheld confetti and streamer poppers.
- Decorations and any equipment used during the event must be removed by completion of rental period. Please ensure time is allowed for this before rental period ends. Anything left behind for later pick up must have approval from the Clerk.
- Due to the possibility of other scheduled events, access for decorating and setting up the day before cannot be guaranteed, unless rental fee for Friday night is paid.

### **Alcohol Policy and Liquor Licence**

- The Lessee is responsible for obtaining a Special Occasion Liquor Permit before the function and must be shown when picking up the hall keys.
- We can provide the Lessee with a Special Occasion Liquor Permit, which will need to be signed by our Clerk/Treasurer, prior to the Lessee submitting it to the Department of Public Safety for their approval.
- No alcohol is permitted outside of Hanwell Place.

### **Smoking Policy**

- There is no smoking/vaping in any form in Hanwell Place. Smokers must only smoke in the designated area. Please do not dispose of cigarettes in the parking lot or gardens.
- There is absolutely no consumption of cannabis allowed on the premises pursuant to s. 17(2) of the *Cannabis Control Act*.

### **Cleaning**

- Cleaning of the kitchen is the responsibility of the renter. **It must be left in its original condition.** Dish towels/cloths and dish detergent will be supplied. A portion of the

damage deposit may be kept if additional cleaning is required.

- Garbage is to be bagged and disposed of in the dumpster in the back of the building.
- After the event, the Lessee will be required to remove all decorations and personal items from the building at the end of the rental period.
- Tables must be cleared of garbage and dishes. Linens must remain on the tables.
- Lessees are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.

## **Additional Information**

- All events must end by 1:00am and the centre completely vacated by 2:00am. Please remember you are responsible for the centre, make sure **all doors** are closed and locked when you leave.
- Please report to caretaker any problems, concerns, missing supplies, DAMAGE, etc. the following day.
- We reserve the right to refuse rentals at our discretion.

## **Damages**

- The client is responsible for damages to Hanwell Place incurred while renting the facility.
- A \$200 damage deposit is required for social functions (ie. Weddings, dinners, dances, etc.) Deposit will be returned to you by mail within 30 days providing there was no damage and no extra clean-up services were necessary. Broken and/or misplaced kitchenware will be deducted from the damage deposit. You or your caterer are required to complete the kitchenware audit prior to your event. Damage costs **in excess of** the damage deposit will be the responsibility of the Lessee.
- There will be a fee of \$8.00 per damaged linen deducted from the damage deposit.
- Lost key or key not returned will result in \$20.00 fee which will be taken off the damage deposit.

Your damage deposit will be forfeited if the above renter responsibilities are not carried out.

## **Note: Emergency Contact List:**

Megan Keenan: 506-461-6228  
Dave Morrison: 506-262-9799  
Sherri Johnston: 506-260-4640

**Catering** *(We are pleased to advise you on caterers who have catered here and would be happy to serve you).*

**David Ng -**

WOK CATERING SERVICES  
Ph: 506-206-4564/506-292-4134  
Email: ahlekjai@gmail.com

**Simon's Kitchen & Bakery**

Simon Duvall  
(506) 206-2777  
simonskitchenandbakery@gmail.com  
<https://www.facebook.com/Simonskitchenandbakery/>

**Sizzler BBQ Catering -**

Bethany MacPherson  
Ph: (902)892-6160 or 1-800-805-2227  
Email: sizzlerbbqbeth@gmail.com  
Website: [www.sizzlerbbq.com](http://www.sizzlerbbq.com)

**Mill Town Roasters -**

Katie Martens  
Ph: (506)476-5589  
Email: [info@coffeemillcanada.com](mailto:info@coffeemillcanada.com)  
Website: [www.milltownroasters.ca](http://www.milltownroasters.ca)

**Caribbean Flavas Restaurant & Catering -**

Zi Ali  
Ph: (506)459-1230  
Email: [info@caribbeanflavas.ca](mailto:info@caribbeanflavas.ca) (Please specific location [Hanwell Place] and type of event in subject).  
Website: [www.caribbeanflavas.ca](http://www.caribbeanflavas.ca)

**The Delta Hotels by Marriott Fredericton -**

Courtney Sarchfield  
Ph: 506-451-7914  
Email: [courtney.sarchfield@deltahotels.com](mailto:courtney.sarchfield@deltahotels.com)

**Jumpin' Squad**

Inflatables, Snack Cart and Party Essentials  
Email: [jumpinsquad.nb@gmail.com](mailto:jumpinsquad.nb@gmail.com)  
FB: Jumpin Squad  
IG: [jumpinsquad.nb](https://www.instagram.com/jumpinsquad.nb)  
Ph: (506)4610033/(506)2925886

### Hanwell Place Rental Application/Agreement

|                                                                                                         |             |                                             |                    |
|---------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------|--------------------|
| <b>Renter's Name/Organization</b>                                                                       |             |                                             |                    |
| <b>Address</b>                                                                                          |             |                                             | <b>Postal Code</b> |
| Phone (Hm)                                                                                              | Phone (Wk.) | Phone (C)                                   | Email Address      |
| <b>Function (Meeting, Conference, etc.)</b>                                                             |             |                                             |                    |
| <b>Room(s) Requested</b><br>____ Hall ____ Boardroom ____ Kitchen                                       |             |                                             |                    |
| <b>Event Details</b>                                                                                    |             |                                             |                    |
| <b>Date of Event</b>                                                                                    |             | <b>Number of People</b>                     |                    |
| <b>Time Rental Begins (include set-up)</b>                                                              |             | <b>Time Rental Ends (include tear down)</b> |                    |
| <b>Audio Visual Requirements:</b><br>Projector/screen _____<br>Audio Speakers _____<br>Microphone _____ |             |                                             |                    |
| <b>Linens:</b><br>Yes _____ No _____ Amt needed: _____                                                  |             |                                             |                    |
| <b>Extras:</b><br>BBQ _____<br>Podium _____                                                             |             |                                             |                    |
| <b>To Be Completed by Staff</b>                                                                         |             |                                             |                    |

## Safety and Security

**Fire Extinguishers and Emergency Exits:** I acknowledge that I have been shown where to find all the fire extinguishers as well as the location of all emergency exits.

\_\_\_\_\_  
Initial          Initial

**Key:** I acknowledge that I have been given Rental Key # \_\_\_\_\_

\_\_\_\_\_  
Initial          Initial

### For Staff Use Only

|                  |                                |                |
|------------------|--------------------------------|----------------|
| Rental Rate      | Rental Deposit (50% of Rental) | Damage Deposit |
| Balance Due Date | Balance Due                    |                |

### Liability Waiver

#### **DAMAGE TO FUNCTION SPACE AND CONTENTS**

The Lessee agrees to pay for any damage to the function space and its contents that occurs while the Lessee is using it. The Lessee will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the Lessee and its attendees.

#### **IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for Hanwell Place to provide, or for groups in general to use, Hanwell Place facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

#### **UNATTENDED ITEMS/ADDITIONAL SECURITY**

Hanwell Place cannot ensure the security of items left unattended in function rooms.

#### **COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, provincial, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hanwell Place and the Lessee agree to cooperate with each other to ensure compliance with such laws.

I have read the above rules and regulations for my use of Hanwell Place for \_\_\_\_\_ and agree to be bound by them. The Lessee agrees that as part of the terms of this agreement, the Lessee on behalf of himself/herself, guests, and agents agrees to indemnify and save harmless the Rural Community of Hanwell, its agents, servants, employees and officials from any and all damages or liability arising out of or in connection with my utilization of facilities and notwithstanding that the same may have been contributed to or occasioned by the negligence of the Community of

Hanwell, its agents, servants, employees, officials, or any of them.

Signed \_\_\_\_\_ Date \_\_\_\_\_