Hanwell Place
Rental Application/Agreement – Corporate/Business/Government

Standard Rental Rates plus HST	Per Hour	Per Half Day (4 hrs)	Per Day (8 hrs)
Boardroom (15'4"x22'6")	$35	$130	$260
Hall (63' x 50')	$50	$185	$380
Hall and Boardroom	$60	$225	$460

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

Kitchen Services: $90.00 + HST

Lessee responsibilities and notes:

Booking and Payment

- The centre is rented on a "first come, first served" basis. Rentals are only considered reserved if damage deposit has been made.
- Method of payment: Visa/MC/Debit, Cash or Cheque. Payment is due 30 days from invoice date.
- Hours rented include set up and tear down.
- Keys: It is the responsibility of the Lessee to make arrangements for key pick-up no later than 3:30 pm the day before the rental. After the event, doors must be locked, and key(s) must be returned on the next business day.
- Prices are subject to change.

Cancellation Policy

- In the event that building maintenance failures force the cancellation of an event, a refund, including booking fee, will be returned in full.
- All cancellations received less than 1 month from the rental date will result in a charge equivalent to 50% of the rental fee.
- 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 will be the responsibility of Lessee and must be planned accordingly, i.e., accounting for hours needed before the event. The number of tables and chairs required for your event must be stated in the form submitted to the centre.
- No facility equipment (tables, chairs, etc.) is permitted outside of the building without prior approval.
- The following are available for your use at no charge.

Folding Tables – 25 Round, 17 Rectangle, & 8 Square
Additional Coat Rack
Podium
Banquet Chairs – 200
Folding Chairs - 100
WIFI (*Open to the public - government issued laptops have a high firewall and may not access WIFI. However, many laptops have Trellix ("Enable Firewall Timed Groups"). Confirm with your IT department*).
Sound System (Hall)
AV Monitor *(Boardroom Only)*

- We are happy to provide the following for a small fee, plus applicable taxes:

Overhead Projector and Screen – $30.00 (Hall Rental Only)
Microphones – set of 2 – $15.00
Conference phone - $20.00
Easel with paper and markers - $5.00

- 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 Dimensions:

- Hall – 2990 square feet (63' x 50')
- Boardroom – square feet (15'4" x 22'6")

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. Green painters' tape will be permitted.
- Candles are not permitted.
- NO CONFETTI in or around the building or parking lot. This includes hand-held confetti and streamer poppers.
- 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 License

- Lessee is responsible for obtaining a Special Occasion Liquor Permit before the function which must be shown when picking up the hall keys.
- No alcohol is permitted outside of Hanwell Place.

Smoking Policy

- There is no smoking/vaping in any form in the hall. Smokers must only smoke in the designated area.
- 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 at 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.
- Lessees are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.

Parking

- There are 86 parking spaces, including 4 wheelchair parking spaces.
- Absolutely ***no parking*** on Nature Park Drive.

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 cancel rentals at our discretion.

Damages

The client is responsible for **ALL** damages to Hanwell Place incurred while renting the facility. A $200 damage deposit may be required. The deposit will be returned to you by mail within 30 days providing there was no damage and no extra clean up services were necessary.

- 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.

Catering & Other Party Rentals

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

Mill Town Roasters
Katie Martens
Ph: (506)476-5589
Email: info@coffeemillcanada.com Website: www.milltownroasters.ca

Caribbean Flavas Restaurant & Catering
Zi Ali
Ph: (506)459-1230
Email: info@caribbeanflavas.ca Website: www.caribbeanflavas.ca

The Delta Hotels by Marriott Fredericton
Courtney Sarchfield Ph: 506-451-7914
Email: courtney.sarchfield@deltahotels.com

Jumpin' Squad
Inflatables, Snack Cart and Party Essentials
Email: jumpinsquad.nb@gmail.com
FB: Jumpin Squad IG: jumpinsquad.nb
Ph: (506)4610033/(506)2925886

Hanwell Place Rental Application/Agreement

Renter's Name/Organization			
Address			**Postal Code**
Phone (Hm)	**Phone (Wk.)**	**Phone (C)**	**Email Address**
Function (Meeting, Conference, etc.) meeting			
Room(s) Requested ___ Hall ___ Boardroom ____ Kitchen			
Event Details			
Date of Event		**Number of People**	
Time Rental Begins (include set-up)		**Time Rental Ends (include tear down)**	
Audio Visual Requirements: Projector/screen ____ Audio Speakers ____ Microphone ____ AV Monitors ____			
Easel ___ Podium and/or Mic Stand___			
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.

PRIVACY STATEMENT

Personal information on this form is being collected under the authority of s.37(2)(a)(i) of the *Right to Information and Protection of Privacy Act,* S.N.B. 2009, c. R-10.6 and will be used for the purpose of communicating with the lessee with respect to their agreement to rent space at Hanwell Place. Questions about this collection can be directed to our Privacy Officer by phone at 506-460-1177, Ext. 3; by email at CAO@hanwell.nb.ca; or by mail at 5 Nature Park Drive, Hanwell, NB, E3E OG7.

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 or officials, or any of them.

Signed	Date

Note: Emergency Contact List:
Sherri Johnston: 506-260-4640
Miriam Ropheka: 506-323-7262