Hanwell Place
Rental Application/Agreement – Weddings

Maximum Capacities	Standing	Seating	With Table and Chairs
Boardroom (15'4"x22'6")	NA	20	12
Hall (63' x 50')	472	425	200

Wedding Packages (Kitchen included in all options)

- **Option #1 Hall** – $600+HST (Saturday, 8am – Sunday, 10am)
- **Option #2 Hall (Inc. Boardroom)** – $650+HST (Saturday, 8am – Sunday, 10am)

**You may pay an hourly rate of $37 the Friday night before. The same goes for teardown on Sunday.*

Additional Fees:

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

Music without dancing				
Re-SOUND		**SOCAN**		
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				
Re-SOUND		**SOCAN**		
1-100	$18.51	1-100	$44.13	$62.64
101-300	$26.63	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 center 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*). Rentals are only considered reserved if damage deposit has been made.
- 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 for less than 30 working days from the rental date must be paid in full.
- The center is rented on a "first come, first served" basis.

- Keys: Doors must be locked, and key(s) returned to us 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.**
- 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 non-refundable deposit, 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 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.

Folding Tables – 25 Round, 17 Rectangle & 8 Square
Additional Coat Rack
Podium
Banquet Chairs – 200
Folding Chairs - 100
WIFI
Sound System
AV Monitor *(Boardroom only)*

Overhead Projector and Screen – $30.00
Microphones – set of 2 – $15.00

- Specific requirements for audiovisual equipment must be confirmed at the time of booking. 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 center. Green painter's tape is fine.
- Candles are not permitted.
- NO CONFETTI in or around the building or parking lot. This includes hand confetti, rice and streamer poppers. Bubbles are fine.
- 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 License

- 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 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 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.
- **Floor must be swept before leaving.**
- Lessees are not responsible for taking down tables, stacking chairs, cleaning washrooms or mopping 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 center completely vacated by 2:00am. Please remember you are responsible for the center, make sure **all doors** are closed and locked when you leave.
- Please report to the administration, any problems, concerns, missing supplies, DAMAGE, etc. when you return your key.
- We reserve the right to refuse rentals at our discretion.

Damages

- The client is responsible for damages to Hanwell Place and its contents incurred while renting the facility.
- A $200 damage deposit is required for large social functions (i.e. Weddings, large dinners, dances, etc.) 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. Broken and/or misplaced kitchenware will be deducted from the damage deposit. Damage costs in excess of the damage deposit will be the responsibility of the Lessee.
- 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 (Please specific location [Hanwell Place] and type of event in subject).
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.)			
Package Requested Option #1___ Option #2 ___			
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___ Microphone___ Podium and/or Mic Stand_____		**Re-SOUND/SOCAN Fees:** Music w/ Dancing _____ Music w/o Dancing _____	

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, officials, or any of them.

Sign:	Date:

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