Hanwell Place
Weekly Rental Application/Agreement – Business
(Exercise Classes, Dance Classes, Regular Meetings etc.)

Standard Rental Rates *plus HST	Per Hour	Per Half Day (4hrs)	Per Day (8hrs)
Boardroom (15'4"x20'6")	$30	$110	$220
Hall (63' x 50')	$37	$140	$285
Hall + Boardroom	$50	$190	$380

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 and Re:SOUND (Society of Composers, Authors and Music Publishers of Canada) fees will apply.

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.
- The centre is rented on a "first come, first served" basis.
- Rentals are only considered reserved if damage deposit has been made.
- Keys: Doors must be locked, and key(s) will remain your responsibility until the end of your rental term**. 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.**
- Hours rented include set up and tear down.
- Method of Payment: Visa/MC/Debit, Cash or Cheque
- Fee will be determined on a case-by-case basis.
- Prices are subject to change.

Cancellation Policy

- In the event that building maintenance failures forces the cancellation of an event, a refund, will be returned in full.
- 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 will be provided to you at no charge.

Folding Tables – 25 Round, 17 Rectangle & 8 Square
Additional Coat Rack
Banquet Chairs - 200
Folding Chairs - 100
WIFI
Audio Equipment
Av Monitor (*Boardroom Only*)

- 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.

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

Overhead Projector and Screen – $30.00 (Hall only)
Microphones – set of 2 – $15.00
Easel with paper and markers - $5.00

Room Dimensions:

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

Decoration Policy/Sign/Advertising

- No decorations/signs/advertising 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.

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

- After the event, the Lessee will be required to remove all decorations/signs/advertising and personal items from the building at the end of each rental period.
- Garbage is to be bagged and disposed of in the dumpster in the back of the building.
- Tables, if used, 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.

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 **ALL** damages to Hanwell Place incurred while renting the facility.
- Lost key or key not returned will result in $20.00 fee which will be taken off the damage deposit.

Hanwell Place Weekly Rental Application/Agreement

Renter's Name/Organization			
Address			**Postal Code**
Phone (Hm)	**Phone (Wk)**	**Phone (C)**	**Email Address**
Function (Meeting, Workshop, Exercise Class, etc.)			
Room(s) Requested ____ Hall ____ Boardroom _____Kitchen			

Event Details	
Dates of Event	**Number of People**
Time Rental Begins (include set-up)	**Time Rental Ends (include tear down)**
Audio Visual Requirements: Projector/screen___ Microphone___ Podium _____	**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 $	Payment schedule Weekly ___ Monthly ___

If paying weekly, the payment must be made by Friday before your event date.
If paying monthly, the payment must be made by Friday before your event date.

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., and 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.

Sign:	Date:

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