



Inverness County
Centre for the Arts

FACILITY RENTAL CONTRACT(Hourly)- 2017

16080 Hwy 19, PO Box 709

Inverness, NS, B0E 1N0

Phone: (902)- 258-2533

Email: manager@invernessarts.ca / Website: www.invernessarts.com

Applicant(s): _____

Mailing Address: _____

Phone: _____ E-mail: _____

Event Time/ Date: _____ / _____

Expected # of guests _____ (maximum 200)

Approximate time for set-up: _____ Approx. time for clean-up: _____

Duration of event: _____

Decorating: _____ Catering: _____

Entertainment: _____ Misc.: _____

Caterer Information/ Contact Info: _____

Phone: _____ Email: _____

Credit card # for damage/date-hold deposit due (90) days before the event : _____

Type of Card: _____ Expiry date: M _____ Y _____ Security code: _____

Cancellation policy: Damage/date-hold deposit refundable if the art centre is notified at least (30) days before the event.

Quote #: _____ Date: _____

Client: _____ ICCA: _____

ICCA FACILITY RENTAL CONTRACT - 2017

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|--|----------------|--|
| Hourly Rental Fees - Reception Hall (Also includes: tables & chairs, cash bar, raised stage, basic PA system, parking for guests) | \$50/hour | |
| Use of kitchen – additional | \$10/hour | |
| Hourly Rental Fees - Studio (Also includes: tables & chairs, parking for guests) | \$40/hour | |
| Hourly Rental Fees - Art Gallery | | |
| Includes 1 staff | \$50/hour | |
| Additional Rental Services | | |
| Projector and Screen | \$25 | |
| Sound Equipment* | \$25 | |
| Fee for playing of recorded music during event (e.g., DJ) | \$20 | |
| Dishware (i.e., plates, bowls, glasses, cutlery) - Please note that linens and table decor must be arranged for by the renter. | \$1/per person | |
| Urns/ Coffee Makers | \$10 | |
| Corkage fee (receipt from liquor commission 1 week before event required) All liquor must be purchased at a Nova Scotia Liquor Commission** | 30% | |
| Renter's Responsibilities: | | |
| Space must be left in condition in which it was rented*** - Excessive clean-up fee (at manager's discretion) | \$15/hr | |
| Additional staffing requirements****: <ul style="list-style-type: none"> • Events with over 60 guests during hours when the bar is open - second bartender, 1 security personnel. • Events with over 100 guests require more staffing at the discretion of the manager in consultation with the renter. • Rentals taking place outside the art centre's hours of operation require hiring at least one staff person to be present for the duration of the event. | \$15/hr | |
| Any tents that are to be used on the premises for an event must have a permit and meet the safety requirements as outlined by the National Fire Code and National Building Code. | | |

*It is the responsibility of the renter to arrange for a sound technician to set up sound equipment.

**Any further requests related to the bar (e.g., open bar, drink tickets, etc.) must be arranged at least a week prior to the event. A gratuity fee of 15% does apply in some circumstances.

***Clean-up must occur within the hours of the rental and it is the full responsibility of the renter to arrange for any additional staffing that is required for this purpose. Clean-up hours by ICCA staff will be billed at \$15/hour.

****Inverness County Centre for the Arts is a non-profitable organization and as such does not offer a professional event space. Our staffing and services are community-based.

All prices are subject to 15% HST

GUIDELINES AND CONDITIONS

- All rental arrangements are to be approved by the ICCA manager
- Arrangements for events with over 50 guests/participants must be finalized at least one month in advance.
- The building shall be opened and closed by a member of the ICCA staff or some other responsible person approved by manager.
- Manager must approve decoration-hanging methods (e.g. nails must not be used).
- Users of ICCA will comply with the hours stated on the approved application and are responsible for any overtime hours incurred.
- Users of ICCA will be provided access to washrooms and common area privileges, as is determined to be appropriate.
- ICCA enforces a smoke-free environment and smoking is only permitted in designated outdoor smoking areas.
- Caterers must hold a certified Caterer's License.
- ICCA will not be responsible for any loss or damage to personal or organizational property that occurs during rental of the building.
- Alcohol brought on the premises by the renter or guests during the event is illegal. All resulting fines, including those needed to get our license back, are the responsibility of the renter.
- The liquor license states that the serving of alcohol must end at 1:00 a.m.
- Users of ICCA will be held responsible for any damages that occur to the building, grounds, equipment, or furnishings as a result of their use of the facilities.
- Users of ICCA shall comply with all applicable health and safety regulations, local ordinances, Fire Marshall and National Building Code Regulations.
- The renter agrees to indemnify and save harmless the rentee with respect to any and all liabilities and or damages, of any kind or nature whatsoever, including but not limited damage to persons and property incurred by the renter's invitees, guests, assigns, servants, contractors and sub-contractors and by third parties, arising from or in any way related to the Renter's use of the facilities as set out in the Facility Rental Contract.
- The renter hereby waives any right to any action in tort or in contract against the rentee arising from the renter's use of the facilities as set out in the Event Rental Contract and the renter hereby assumes sole responsibility for any and all damages and or liability arising from the renter's use of the facilities.
- The renter has had an opportunity to consult legal counsel with respect to this contract and has not done so. The rentee further acknowledges that the rentee understands, accepts, and is voluntarily, without coercion by the renter, entering into both this agreement and the Event Rental Contract.
- **Damage/Date-Hold Deposit fee:** Upon receipt of the signed rental contract, the renter will be invoiced for a deposit at the discretion of the ICCA manager. This holds the date and covers any damages. If the booking is canceled by the renter, the deposit is only refundable if the art centre is notified at least 30 days before the event was scheduled to occur. If the event goes ahead and there are no damages, the deposit will be put towards the final bill.
- **The final bill is to be paid within a week following the receipt of an invoice.**
- Occupancy Load: Reception Hall – 109 Studio – 115

I have read and accept all guidelines and conditions: _____ Date: _____