



FACILITY RENTAL CONTRACT

5471 Highway 19, Judique, NS B0E 1P0
Phone: 902-787-2708 / Fax: 902-787-2380
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Applicant(s) / Rentee: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Event Date/ Time: _____ / _____

Expected # of guests (approximate) _____

Live Entertainment at event? _____ Misc.: _____

Caterer Required? _____ Booking your own caterer? _____ *If yes, see below*

*I certify that my chosen caterer is licensed and that all food will be prepared at CMIC
or in another licensed establishment* _____

Credit card # for Rental and damage deposit (*please indicate if paying deposit or full balance*):

Expiry date: MM ____ YY ____ Security code: ____ *Deposit?* ____ *full balance?* ____

Date: _____

Signature: _____

Basic Rental Fees Includes: dining room space, table & chairs, stage, PA/sound system, buffet table, parking, use of kitchen, staff bartender	Check Applicable Box
1 Hour: \$150	
2-4 HRS: \$250	
5-7 HRS: \$350	
Over 7 Hours: \$50 per additional hour	
Optional Additional Costs:	
Food preparation and serving (<i>CMIC provided caterer at additional cost</i>)	
Podium and/or Projector screen: \$25	
Additional Sound Equipment + Sound Technician: starting @ \$100	
Additional Staff (Servers) \$11 per hour	
Excessive clean-up fee (<i>at CMIC's discretion</i>): \$50 per hour	

GUIDELINES AND CONDITIONS

- All rental arrangements are to be approved by CMIC's Executive Director
- The building shall be opened and closed by a member of the CMIC staff or a person approved by CMIC's Executive Director.
- CMIC's Executive Director must approve decoration-hanging methods. (e.g. nails and tape must not be used).
- Rentee shall comply with the hours stated on the approved application and are responsible for any overtime hours incurred.
- Only CMIC staff are authorized to serve alcoholic beverages within the facility. **No outside liquor may be brought into the building under any circumstances.**
- Alcoholic beverages are to be consumed in the dining room and/or on the outdoor patio within the confines of the marked space so as to comply with our liquor license.
- Caterers must hold a certified Caterer's License and/or Safe Food Handlers certificate. CMIC Executive Director must approve requested caterer.

- Caterer and/or rentee is responsible for cleanup of the kitchen including washing all dishes and equipment used. Kitchen is to be left in the same condition as it was at start of evening.
- CMIC enforces a smoke-free environment and smoking is only permitted in designated outdoor smoking areas.
- CMIC will not be responsible for any loss or damage to personal or organizational property that occurs during rental of the building.
- Rentee will be held responsible for any breakage or damage that occurs to the building, grounds, equipment, dishes, or furnishings as a result of their use of the facilities. They will be responsible for the safe keeping of all consumables that they may have access to while using the facility.
- Rentee shall comply with all applicable health and safety regulations, local ordinances, Fire Marshall and National Building Code Regulations and ensure the safety of the guests.
- The rentee agrees to indemnify and save harmless the renter with respect to any and all liabilities and or damages, of any kind or nature whatsoever, including but not limited to 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 Rentee's use of the facilities as set out in this Facility Rental Contract.
- The rentee hereby waives any right to any action in tort or in contract against the renter arising from the rentee's use of the facilities as set out in this contract. The rentee hereby assumes sole responsibility for any and all damages and or liability arising from the rentee's use of the facilities.
- Damage Deposit/ Cancellation fee:
Upon confirmation of your booking, CMIC will charge 50% deposit of the facility rental fee. This will hold your reserved date and may be used to cover any damages if need be. If your booking is cancelled, the deposit may be refunded. If the event goes ahead and there are no damages, the deposit will be put towards the final balance. Final balance will be payable on or before rental date.

**** Occupancy Load - Main Dining Room Seating: 80 persons, Building: 150 persons**

I have read and accept all of the above applicable guidelines and conditions.

_____ Date: _____