**7147 HWY 331, Broad Cove NS BOJ 2H0**

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_would like to rent the Broad Cove Hall.

on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and during these hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the following:

|  |  |
| --- | --- |
| **#** | **Item** |
| 1 | No Smoking or vaping inside the Hall. No smoking on the lower or upper decks outside the Hall |
| 2 | Not to exceed occupancy numbers.  |
| 3 | If serving alcohol, I agree to adhere to NSLC rules and regulations: https://novascotia.ca/sns/pdf/agd-application-for- special-occasion-liquor-licence.pdf  |
| 4 | Be respectful of the neighbors in terms of noise and time of day.  |
| 5 | To adhere to any applicable industry regulations and fees (SOCAN, Food Safety regulations etc.) |
| 6 | Decorations: Only use Painter’s tape on all surfaces when decorating |
| 7 | Cleaning – Please see Appendix A “Renter’s Check List” for cleaning instructions. |

**Occupancy Numbers** *As directed by the fire Marshall’s office*

|  |  |  |  |
| --- | --- | --- | --- |
| **Level**  | **with tables and chairs**  | **seating alone** | **with alcohol** |
| Lower | 76 | 95 | 58 |
| Upper | 70 | 88 | 50 |

**Rates**

|  |  |  |
| --- | --- | --- |
|  | **Broad Cove Residents** | **Non-Residents** |
| Hourly | $25.00 | $30.00 |
| ½ day (4 hours) | $45.00 | $55.00 |
| Daily (not overnight) | $85.00 | $95.00 |
| + Full Kitchen Fee | $25.00 | $25.00 |

**Specials**

Weekend rental: From Friday 5:00 PM to Sunday 5:00 PM Full use of kitchen $250.00

Book 6 hourly rentals for $20.00 each for a total of $120.00

Payment to be made in advance of event. Etransfer to treasurer@broadcovehall.ca or Cheque made out to Broad Cove Community Association

Free of Charge for Memorial Services or Celebrations of Life for Broad Cove residents (full or part time, past or present)

\* Basic kitchen access of coffee, tea, fridges are included in rental fees. If kitchen is used for meal preparations, catering the full kitchen access fee must be paid.

\*$100.00 refundable damage and cleaning deposit must be paid in advance when running a bar or large food event

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix A

Renters Check List

|  |  |  |
| --- | --- | --- |
| Please check  | Topic  | Details  |
|  | Cleaning Supplies | Cleaning supplies can be found in the kitchen and in the white storage closet on the 1st floor. Garbage bags, brooms and mops can be found in the walk-in closet at the entrance to the hall.  |
|  | Tables and Chairs | Wipe down all spills on tables and chairs Return and stack in their original location  |
|  | Doors and Windows | All doors & windows should be closed and locked before departing.*The folding windows have a latch lock only- please check to ensure latch is engaged* |
|  | Floors | Sweep all floors. Mop floors if soiled |
|  | Kitchen | Wipe down all used kitchen Counters, and appliances.Clean and put away dishes, utensils |
|  | Decorations | Only use Painter’s tape on all surfaces when decoratingAll decorations brought into the hall should be removed and taken home, or disposed of in the garbage |
|  | Garbage/Recycling | Use garbage bags provided Tie up all garbage (kitchen, hall, and washrooms) and replace with new bagsPlace bags in wooden bin at the front of the hall |
|  | Washrooms | Wipe down sink, toilet, light switch, door handles. Empty garbage.Vacuum or sweep and mop the floors |