



Community Development
Dr. Carson & Marion Murray Community Centre
Richard Calder Arena
Lions Park

Contact Name: Organization:
Mailing Address:
Town/City: Province: Postal Code:
Day Phone: Night Phone: Cell Phone:
Email:

PLEASE CHECK THE SPACE YOU WISH TO RESERVE: (CHECK ALL THAT APPLY)

- CIBC Common Room
Jean & Jim Gogan Hospitality Room
Ropak Board Room
Ross Anderson Pharmasave Teen Centre
Richard Calder Arena (non-ice rental)

Description of Event:

DATE OF EVENT: Starting Time: Ending Time:

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AMENITIES (CHECK ALL THAT APPLY)

- Linens
Round Tables (number needed):
Rectangular Tables (number needed)
8' Foot:
6' Foot:
Card Table
Chairs (number needed):
Bar Services
Kitchen Access
Projector
Wi-Fi Access
Sound System
Microphone
Podium
Catering Services (please give detail):



Please list any special needs you may have concerning your request: _____

I have proper authority to be the Lessee herein and I agree to be fully responsible for the facilities as per the terms and conditions as attached to this rental application. I understand that this application should be returned to the Community Centre before the desired event date and that this application is subject to the approval of the Community Centre and Event Coordinator.

SIGNATURE: _____

DATE:

FOR OFFICE USE ONLY			
Approved by: _____		Date: _____	
Deposit Paid: \$ _____	Date: _____	Payment Type: _____	
Rental Fee Paid: \$ _____	Date: _____	Payment Type: _____	
Event Cancelled: _____	Eligible for Refund: _____	Amount: \$ _____	Date: _____

Contact Information

Bookings

Michelle Herrett, Administrative Assistant
Phone: (902)763-3000
Fax: (902)763-3012
Email: mherrett@cumberlandcounty.ns.ca

Events Coordinator

Heather Laurie, Events Coordinator
Phone: (902)763-3011
Fax: (902)763-3012
Email: hlaurie@cumberlandcounty.ns.ca



LEASING & RENTING

The Community Centre sanctions the use of the Dr. Carson & Marion Murray Community Centre, provided the use does not interfere with Recreation Service events and activities. The Community Centre may be reserved by individuals or other type of legal entities, subject to the terms and conditions listed herein and elsewhere.

RENTAL FEES

DAMAGE DEPOSIT \$50.00

This fee will be refunded after the event.

FACILITY ROOM RENTAL (per hour) ATI

CIBC Common Room	\$52.00
Jean & Jim Gogan Hospitality Room	\$23.00
Ropak Board Room	\$12.00
Ross Anderson Pharmasave Teen Centre	\$23.00
Richard Calder Arena (<i>non ice rental</i>)	\$46.00

FACILITY ROOM RENTAL (per day) ATI

CIBC Common Room	\$345.00
CIBC Common Room with Bar Service	\$230.00
Jean & Jim Gogan Hospitality Room	\$115.00
Ropak Board Room	\$115.00
Ross Anderson Pharmasave Teen Centre	\$115.00

FACILITY RENTAL (per day) ATI

Richard Calder Arena (non ice rental)

One (1) Day	\$575.00
Two (2) Days	\$1035.00
Full Weekend (3 Days)	\$1553.00

AMENITY RENTAL

Linens	\$1.25 per linen
Kitchen Access	\$25.00
Projector	\$10.00
Wi-Fi Access	\$NC
Sound System	\$NC
Microphone	\$10.00
Staging	\$25.00

*****If any damages occur to the above additional services, the Lessee will be responsible in paying a \$500.00 replacement fee*****



TERMS & CONDITIONS

1. No person under the age of 18 shall be the signing authority of a rental agreement. The individuals who use the facility must conduct their behavior in a positive fashion and be under the immediate supervision and control of the individual who undertakes the responsibility to rent the facility.
2. The Lessee will pay the full balance of the facility rental fee or any monies due to the Community Centre as outlined herein. Block Rental will be invoiced monthly. One Time Rental must pay prior to rental.
3. The Lessee is responsible for providing their own kitchen/cooking supplies (tea, coffee, milkers, creamers, sugar, butter, etc...). After the event, all supplies that were brought into the kitchen by the Lessee are to be removed.
4. The Lessee is required to provide proof of valid Food Handler Certificate from the Department of Environment if using outside catering services.
5. All rentals are subject to approval by the Community Centre
6. Reserving persons shall be held responsible for any and all damages incurred to the facility, which were a result of the event scheduled, and are also totally liable for injury to person or persons using the rental facility during rental period.
7. Failure to leave facility on original condition will result in loss of deposit and/or denial of reservations in the future.
8. Reserving persons shall know and abide by all local and provincial health department regulations concerning the preparation and/or resale of concession products.
9. The facility is tobacco free.

I, _____, have read the conditions set out above and hereby agree on behalf of myself. I acknowledge and agree that the breach of any terms and conditions may result in the termination of the agreement at the discretion of the Facility Manager.

Lessee Signature

Date