



## Hanwell Place Rental Application/Agreement - Weddings

Maximum Capacities	Standing	Seating	With Table and Chairs
Meeting Room A (15'4"x22'6")	NA	20	12
Meeting Room B (15'4"x20'6")	NA	20	12
Hall (63' x 50')	NA	425	200

### Wedding Packages (Kitchen included in all options)

- **Option #1 Hall** – \$450+HST (Saturday 8am – Sunday 10am)
- **Option #2 Hall (Inc. Room A or B)** – \$500+HST (Saturday 8am – Sunday 10am)
- **Option #3 Hall (Inc. Room A & B)** – \$550+HST (Saturday 8am – Sunday 10am)

\*If you feel you are unable to set up in the allotted time, you may pay an hourly rate of \$30 per hour the night before for set up so long as the space is available.

### Additional Fees:

SOCAN (Society of Composers, Authors and Music Publishers of Canada)

### Lessee responsibilities and notes:

### Booking and Payment

- A damage deposit of \$200 is required and will need to be paid two months prior to the event. It, or portion owing, will be returned to the Lessee after the centre has been cleaned and assessed by the caretakers.
- A 50% non-refundable deposit is required to secure the day for booking (*to be subtracted from rental cost*).
- User must complete the rental agreement and pay in full the established fees at least 30 working days prior to the event or the booking will be considered cancelled and the Lessee will lose their non-refundable deposit. Any rental requested less than 30 working days from the rental date must be paid in full.
- The centre is rented on a “first come, first served” basis.
- Keys: Doors must be locked and key(s) returned to us next business day. It is the responsibility of the Lessee to make arrangements for key pick-up at the time of rental.

- Method of payment: Visa/MC/Debit, Cash or Cheque

## **Cancellation Policy**

- In the event that building maintenance failures forces the cancellation of an event, a refund, including non-refundable deposit, will be returned in full.
- A full refund less the 50% non-refundable deposit is refunded if the request is more than 6 months from the event.
- If the facility is rebooked for that time period, your deposit will be refunded.
- 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 and take down of all required tables and chairs for functions will be completed by staff, based on your requirements and direction.
- 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
Podium
Banquet Chairs (200)
Folding Chairs (100)
WIFI
Sound System (excluding microphones)

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

Overhead Projector and Screen – \$20.00
Microphones – \$10.00
Table Linens - \$8.00 each
Chair Covers for folding chairs - \$2.00 each
Head Table Back Drop - \$100.00
BBQ - \$50.00

- Specific requirements for audiovisual equipment must be confirmed at the time of booking. Clients are welcome to bring their own equipment.

## Decoration Policy

- No decorations 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 is fine.
- Candles are not permitted.
- NO CONFETTI in or around the building or parking lot. This includes hand held confetti, rice and streamer poppers. Bubbles are fine.
- Decorations and any equipment used during the event must be removed by completion of rental period. Please ensure time is allowed for this before rental period ends. Anything left behind for later pick up must have approval from the Clerk.
- Due to the possibility of other scheduled events, access for decorating and setting up the day before cannot be guaranteed, unless rental fee for Friday night is paid.

## Alcohol Policy and Liquor Licence

- The Lessee is responsible for obtaining a Special Occasion Liquor Permit before the function and must be shown when picking up the hall keys.
- We can provide the Lessee with a Special Occasion Liquor Permit, which will need to be signed by our Clerk/Treasurer, prior to the Lessee submitting it to the Department of Public Safety for their approval.
- No alcohol is permitted outside of Hanwell Place.

## 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

- Cleaning of the kitchen is the responsibility of the renter. **It must be left in its original condition.** Dish towels/cloths and dish detergent will be supplied. A portion of the damage deposit may be kept if additional cleaning is required.
- After the event, the Lessee will be required to remove all decorations and personal items from the building at the end of the rental period.
- Tables must be cleared of garbage and dishes. Linens must remain on the tables.
- Lessees are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing 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. when you return your key.
- We reserve the right to refuse rentals at our discretion.

## **Damages**

- The client is responsible for damages to Hanwell Place and its contents incurred while renting the facility.
- A \$200 damage deposit is required for large social functions (ie. Weddings, large dinners, dances, etc.) Deposit will be returned to you by mail within 30 days providing there was no damage and no extra clean up services were necessary. Broken and/or misplaced kitchenware will be deducted from the damage deposit. You or your caterer are required to complete the kitchenware audit prior to your event. Damage costs in excess of the damage deposit will be the responsibility of the Lessee.
- There will be a fee of \$5.00 per damaged linen deducted from the damage deposit.
- Lost key or key not returned will result in \$20.00 fee which will be taken off of the damage deposit.

Your damage deposit will be forfeited if the above renter responsibilities are not carried out.

## **Catering**

We are pleased to advise you that the following caterers have visited our facility and would be happy to serve you:

The Delta Fredericton  
Carribbean Flavas  
Edwinas Catering  
The Happy Baker

## Hanwell Place Rental Application/Agreement

<b>Renter's Name/Organization</b>			
<b>Address</b>			<b>Postal Code</b>
Phone (Hm)	Phone (Wk)	Phone (C)	Email Address
<b>Function (Meeting, Conference, etc.)</b>			
<b>Room(s) Requested</b>			
Option #1 ____ Option #2 ____ Option #3 ____			
<b>Event Details</b>			
<b>Date of Event</b>		<b>Number of People</b>	
<b>Time Rental Begins (include set-up)</b>		<b>Time Rental Ends (include tear down)</b>	
<b>Audio Visual Requirements:</b>			
Projector/screen ____ Audio Speakers ____ Microphone ____			
<b>Linens:</b> Yes ____ No ____	<b>Chair Covers: Yes</b> Yes ____ No ____		<b>Backdrop:</b> Yes ____ No ____
<b>Extras:</b> BBQ ____ Podium ____			
<b>To Be Completed By Staff</b>			
<b>Safety and Security</b>			
<b>Fire Extinguishers and Emergency Exits:</b> 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		
<b>Key:</b> I acknowledge that I have been given Rental Key # _____			
_____		_____	
Initial	Initial		
<b>For Staff Use Only</b>			
Rental Rate	Rental Deposit (50% of Rental)	Damage Deposit	
Balance Due Date	Balance Due		

## **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.

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.

Signed

Date

Note: If you have questions or concerns before or during your event, please contact: Dan Martin at 261-5536, or Terri Parker at 366-8377.

**NOTES: In light of Covid 19, we need you to be aware of the following procedures that will have to be adhered to until such a time as a vaccine is available.**

You will need to provide the following:

- Masks are **mandatory** in all areas of the building as of October 9, 2020, so please ensure that you provide masks for everyone who requires them. Public Health guidelines are to be followed.
- Hand sanitizer at the entrance as well as on all tables
- In written form, how you will maintain the social distancing guidelines of people staying 6 feet apart unless they are with their bubble family/friends (this can be arranged by

seating arrangements for guests)

- A person to man the front door to go over the Covid questionnaire with all in attendance as well as direct them to sanitize their hands before they enter the building. This would be a good opportunity to maintain your guest list
- A person to man the washrooms to make sure guidelines are being followed (only allowing 2 in the woman's washroom and 1 in the men's room if not in the same family/friend bubble)
- Dancing isn't recommended unless it is between family bubble members, and the 6 ft distance can be maintained from other people; masks must be worn.
- You will need to explain how you will record people coming into the facility. A list of all persons in the facility (full name and phone # or email address), this must be provided to us the day following your event.
- There is a **maximum limit** of 100 persons in the building. (this includes guests, caterers, musicians, officiant, photographer, etc. ) Keep in mind however that people must be bubbled at their tables. This may bring the number of people down from 100 based on seating capacity. (Ie, you might have 4 at one table and 6 at another based on bubbling) We can only accommodate a total of 16 tables to adhere to social distancing.
- You will need to provide us with the amounts of persons sitting at each table (in their bubble) so that they can be set up appropriately.