



Hanwell Place  
Weekly Rental Application/Agreement – Business  
(Exercise Classes, Dance Classes, etc)

**Lessee responsibilities and notes:**

**Booking and Payment**

- The centre is rented on a “first come, first served” basis.
- Keys: Doors must be locked and key(s) will remain your responsibility until the end of your rental term.
- Hours rented include set up and tear down.
- Method of Payment: Visa/MC/Debit, Cash or Cheque
- Fee will be determined on a case-by-case basis.

**Cancellation Policy**

- In the event that building maintenance failures forces the cancellation of an event, a refund, will be returned in full.
- 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
Folding Chairs
WIFI
Audio Equipment (excluding microphones)

- Specific requirements for audiovisual equipment must be confirmed at the time of booking. Equipment is available on a first come, first served basis. Clients are welcome to bring their own equipment.

## **Decoration Policy/Sign/Advertising**

- No decorations/signs/advertising 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 will be permitted.

## **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**

- After the event, the Lessee will be required to remove all decorations/signs/advertising and personal items from the building at the end of each rental period.
- Garbage is to be bagged and disposed of in the dumpster in the back of the building.
- Tables, if used, must be cleared of garbage and dishes.
- 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. the following day.
- We reserve the right to refuse rentals at our discretion.

## **Damages**

- The client is responsible for **ALL** damages to Hanwell Place incurred while renting the facility.
- Lost key or key not returned will result in \$20.00 fee which will be taken off of the damage deposit.

## Hanwell Place Weekly Rental Application/Agreement

<b>Renter's Name/Organization</b>			
<b>Address</b>			<b>Postal Code</b>
<b>Phone (Hm)</b>	<b>Phone (Wk)</b>	<b>Phone (C)</b>	<b>Email Address</b>
<b>Function (Meeting, Workshop, Exercise Class, etc.)</b>			
<b>Room(s) Requested</b> ____ Hall    ____ Meeting Room A    ____ Meeting Room B			
<b>Event Details</b>			
<b>Dates 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> Audio Speakers ____			
<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>			
<b>Rental Rate</b> \$		Payment schedule Weekly ____ Monthly ____	
If paying weekly, the payment must be made by Friday before your event date. If paying monthly, the payment must be made by Friday before your event date.			

## 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.

### Vaccination Policy

**As per Government of New Brunswick news release dated September 15th, 2021:**

**“People will need to show proof of vaccination whenever they access certain services, businesses, and events, including:**

- Indoor festivals, performing arts and sporting events;
- Gyms, indoor pools and indoor recreation facilities;
- Indoor organized gatherings including weddings, funerals, parties (excluding parties in a private dwelling), conferences and workshops; and
- Indoor organized group recreational sports, classes and activities

**“Events, businesses, and services that fall under these categories must ask to see proof of vaccination and government issued identification from all patrons and participants who are 12 and older.”**

**“Individuals who are unable to receive a vaccine due to a medical exemption will be required to show**

**proof.”**

**I confirm that I have read the new Government of New Brunswick guidelines surrounding vaccination and I understand that it is my responsibility to ensure that all eligible individuals in attendance (including guests, vendors, service providers, etc.) are vaccinated. I am aware that I could be held liable should these guidelines not be followed.**

**Any individual that fails to follow the new regulations may be subject to fines from the Government of New Brunswick ranging between \$172.50 and \$772.50.**

Signed

Date