



Fire Hall, Community Room and Kitchen Booking Application/Permit

Event Details

Date Requested: _____

Start Date/Time: _____

Expected Attendance: _____

End Date/Time: _____

Space Requested: ☐ Hall ☐ Kitchen ☐ Community Room

Contact Details

Name of Group/Individual: _____

Person Responsible: _____

Address: _____

Phone Number: _____ Email Address: _____

Non-Profit?: ☐ Yes ☐ No

Event Type: _____

Music Planned?: ☐ Yes ☐ No Liquor Served?: ☐ Yes ☐ No

Kitchen Access: ☐ Full Kitchen Access ☐ Coffee/Tea Maker Only

Insurance

Facility users shall either:

a) supply a certificate of insurance naming the Town of Mahone Bay as certificate holder. The certificate of insurance must evidence limits of not less than \$5,000,000.00 (\$5 million) and provide 30 days notice of cancellation or material change harmful to the interests of the Town.

or;

b) For user groups who are not members or associated with a recognized body which provides member insurance, the Town maintains a Facility User Insurance Program offering appropriate insurance at reasonable rates available to the Organizers/User groups. See attached fee schedule for current rates according to the nature of your event.

Terms of Agreement

It is agreed and understood that the above named contact person and/or permit holder accepts responsibility for the cost of repairs or replacement (at current market value) of any structure, amenities, ancillary service and site grounds which are damaged as a result of improper or negligent use of the applicable structure and site grounds by themselves or their guests.

This Permit is subject to all regulations, terms and conditions as shown in the Schedule of Fees document

By signing here I agree that I have read and agree to all regulations, terms and conditions as outlined in the agreement and have paid all appropriate fees:

It is agreed and understood that the above-named contact person and/or permit holder accepts responsibility for the rental.

Signature: _____ Date: _____

For Town Hall Office Use Only

Service	Cost	Amount Due	Received Yes/No Not Applicable
Hall Rental Hourly	\$50		
Hall Rental Daily (8 hours)	\$300		
Hall Security Deposit	\$500		
Kitchen Daily	\$200		
Kitchen Security Deposit	\$500		
Hall and Kitchen Hourly	\$75		
Hall and Kitchen Daily (8 hours)	\$450		
Hall and Kitchen Security Deposit	\$750		
Community Room Hourly	\$20		
SubTotal			

Service	Cost	Amount Due	Received Yes/No
SOCAN/ReSound Fee – Music only	Contact us		
SOCAN/ReSound Fee Fee – Music and Dancing	Contact us		
Hall and/or Kitchen – Cleaning Fee Hourly	\$25		
Hall and/or Kitchen – Cleaning Fee Daily	\$100		
Hall Decoration Fee	\$50		
Key Deposit – All rentals	\$50		
Insurance (if applicable) – depending on type of booking and other factors	varies		
Total			

Insurance paperwork received (if applicable)? Yes/No

Total Fees Paid: \$_____ Paid by: Cash | Cheque | EMT | Credit

Authorized by: _____ Date: _____

Deposit(s) Return Date: \$_____ Returned by: Cash | Cheque | EMT

Schedule of Fees

Hall

- \$50 per hour (up to daily rate) for a minimum of 2 hours
- \$300 for full day (8+ hours).
- A security deposit of \$500 required, this amount will be reimbursed once building is inspected.

Kitchen

- \$200 per day (8+ hours).
- A security deposit of \$500 required, this amount will be reimbursed once the kitchen is inspected.

Hall & Kitchen Combo

- \$75 per hour (up to daily rate) for a minimum of 3 hours
- \$450 for a full day (8+ hours).
- A security deposit of \$750 is required, this amount will be reimbursed once building is inspected.

Community Room

- \$20 per hour for a minimum of 2 hours.

SOCAN/ReSound Fees for Playing Music

- Varies with type of event.
- It depends on if music is played with or without dancing.
- Varies with live music and recorded music.
- EnTandem is a joint venture between Re:Sound (for the musical performers) and SOCAN (for the music creators), created to administer the licensing process so facilities can play music legally. The fees are set by the Copyright Board of Canada.

Cleaning Fee

- Cleaning fees are \$25 per hour of the hall and/or kitchen rental only, up to 4 hours of cleaning.
- There are cleaning fees associated with the rental of both the hall and kitchen. If the pre-paid cleaning fee does not cover costs associated with cleaning the space(s), the balance will be deducted from the security deposit.

Decorating Fee

- The Fire Department typically has the Hall decorated for holiday seasons. A fee of \$50 dollars will be charged to users wanting to decorate the Hall. This fee will be considered a donation to the Fire Department for their time taking down their own decorations.

Key Deposit

- A \$50 key deposit required for all rentals. This amount will be reimbursed once the key is returned to the Town Hall.

Insurance

- All Rentals – Insurance policy may be arranged using the Town's insurance provider if your group does not have its own. See the rate schedule below for the amounts charged. Some very low risk meetings or events may have their insurance fees absorbed by the rental fee.

Rules and Disclaimers

Disclaimers for Any Usage

- The Mahone Bay and District Fire Department and the Town of Mahone Bay have first right of refusal for all booking dates and times for the hall, Kitchen and Community Room.
- The Town of Mahone Bay reserves the right to book the hall, Kitchen and Community Room as deemed appropriate.
- The Mahone Bay and District Fire Department reserves first right of refusal to operate the hall bar if liquor service is required. If the Mahone Bay and District Fire Department does not operate the bar during an event, the applicant must provide the Town with a valid provincial liquor license two weeks prior to the event.
- Bookings will not be taken for profit-based events or activities that do not benefit not-for-profit groups or the community.

Rules and Regulations for Any Usage

- The person responsible only has access to the rented facility during the rental times as indicated on the first page of this Booking Application/Permit. It is expected that renters will arrive on time and vacate promptly. The renter must be present on-site prior to event participants. The person responsible will ensure that participants remain within the confines of the facility rented and vacate the premises promptly.
- No activities will be booked or will take place that could be reasonably expected to cause any sort of damage to any space outside or inside of the building.
- All belongings must be removed prior to the end of the booking period or by 10am the day following an all-day booking.
- Security Deposits are held by the Town until rented spaces are inspected for damage. The facility must be left in damage free condition; the cost to fix any damage will be deducted from the security deposit. If the damage exceeds the amount of the security deposit, the renter will be billed for the balance.
- The Town of Mahone Bay accepts no responsibility for any items left in the Fire Station after the conclusion of rental.
- The placement of decorations will be done in such a way as to not cause any damage to walls, floors or furniture.
- Notice of booking cancellations must be made to the Town 3 business days in advance of the booked date, failure to notify the Town in this time frame will result in a forfeit of fees paid. If a cancellation must be made by the Town, all fees paid to the Town will be refunded.

Additional Rules & Regulations for Kitchen Usage

- Any group or person wishing to conduct food preparation in the kitchen must provide a certificate showing that at least one person in attendance (for the entire duration of the food preparations) has a valid Food Handling Certificate.