

**BEAVER BANK
COMMUNITY HALL
“ Brown Hall ”
RULES / RENTAL AGREEMENT**

To see this in full online and see dates available visit:

<http://www.brownhall.ca>

**Hall Address is:
351 Beaver Bank Road**

Want to book the Brown Hall for your event?

Contact the Hall Booking Agents: **(902) 865-0757**

**please leave a message,
be sure to include your Name and
phone Number.**

REVISED MARCH 2013

Beaver Bank Brown Hall

RESPONSIBILITY: You are responsible for the conduct of **ALL** members and guests of your group using the Brown Hall. Insure all members of your group are aware of the rules, and make sure they abide by them.

PETS: No pets are permitted at any time for sanitary and allergenic reasons except for working dogs (Seeing Eye dogs, guide dogs, etc.).

TABLES & CHAIRS: Folding tables and chairs are located in the back storage room and are available for use inside the building only. At the end of your rental, all tables and chairs are to be returned to their proper location in the storage room. Replacement and/or repair costs for any damage to the tables and chairs will be taken directly from your damage deposit.

WINDOWS & BLINDS: All windows must be closed and locked after your rental. Blinds must be down over the windows and in the open position (you can see through them). Replacement and/or repair costs for any damage to the windows or blinds will be taken directly from your damage deposit.

DOORS: Interior doors must be left as they were found and all exterior doors (the one near the kitchen and the one at the front of the hall) must be closed tightly and locked after the end of your rental.

LIGHTS/FANS: All lights in the hall and the outside lights must be turned off after your rental to conserve power and energy. All fans in the main hall must be turned off as well.

WASHROOMS: Washrooms are to be cleaned thoroughly after your rental. This includes sweeping/mopping the floor and taking the garbage with you. Cleaning products are supplied.

LIABILITY: Upon signing the general rental contract, you are agreeing to release the Brown Hall from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility.

DAMAGE: The building and grounds will be checked upon end of rental and any damages found will be repaired using your damage deposit. It is recommended that upon arrival you inspect the building for damages and report any to the manager to ensure you will not be held responsible.

KEYS & FEES: Prior to your rental date you will be responsible to contact the booking agent where arrangements will be made as to when you can pick up the keys at the hall. We require full payment and damage deposit when you receive the keys unless other arrangements have been made prior to the rental. All keys **MUST** be returned to the Brown Hall manager after your rental to receive your damage deposit.

FIRST AID: You are responsible for your own First Aid supplies.

COMMUNICATIONS: In the case of an emergency, a representative of the hall will attempt to contact you using the emergency contact number indicated on your rental agreement; therefore it is essential that the number you indicated be a number you will be able to answer during your rental.

SPEED LIMIT BEAVER BANK ROAD: Be aware that the speed limit on the Beaver Bank Road is 70km/h, and traffic can be quite heavy. Ensure that any children at your event are supervised, their safety and yours is paramount.

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CLEAN UP LIST: A hall cleanup checklist will be given to you when you receive the hall keys. Failure to complete the items on this checklist could result in charges being applied to your damage deposit. See cleaning fees as outlined later in this document.

CLEANING SUPPLIES: Cleaning supplies, broom, mop and bucket, toilet paper and paper towel are supplied by the hall. Please contact the hall manager if you run out of any supplies during your rental.

LEFT OVER FOOD & GARBAGE: Any leftover food, garbage, waste or unwanted items **MUST BE REMOVED** from the Brown Hall and surrounding yard. See cleaning fees as outlined later in this document.

HEAT PUMP/AIR CONDITIONING: The Brown Hall is equipped with a heat pump to keep the temperature in the hall at a constant level. The thermostat located in the hallway right of the kitchen is pre-set and must not be tampered with. The temperature is adjusted by season by the hall management as required.

SURVEILLANCE CAMERAS: Please be advised that the Brown Hall is equipped with surveillance cameras on the outside corners of the hall. Anything happening outside during your rental (illegal activities, property damage, etc) will be seen and recorded, and then made available to the proper authorities.

PARKING: Use only designated spaces beside and in front of the hall for guest parking. Do **not** park on the lawn.

SMOKING: The Brown Hall is **SMOKE-FREE**. Smoking is prohibited within fifteen (15) feet of the building. This rule is enforced under Halifax Regional Municipality by-law #S-203.

BOOKINGS: Dates available to book the Brown Hall are on a first come, first serve basis. Please assure with the Booking agent that the time you want is open, or check our website, <http://www.brownhall.ca/>

INSPECTIONS: The Brown Hall and surrounding property may be inspected by a member of the Hall Management Committee at any time during your rental to ensure sure all regulations are being followed. If regulations are not being followed, you may be asked to leave the hall and forfeit your damage deposit.

ROOM CAPACITY: The capacity of the main hall is 75 people (standing) and 60 people (sitting). For youth bookings (parties, dances) there must be a **minimum** of one adult over the age of 25 for every 10 youth in attendance.

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FEES

THE BROWN HALL DOES NOT ACCEPT CHEQUES. ALL RENTAL FEES AND DEPOSITS MUST BE PAID IN CASH.

Scouters and Guides

The rental fee for volunteers associated with 2nd Beaver Bank Scouting or Beaver Bank Guiding wishing to use the hall for a private function is a first time fee of \$40.00. Any rentals after the first rental are regular price. No damage deposit is required.

General Public Rentals

The rental fee for a citizen of the general public not associated with 2nd Beaver Bank Scouting is \$80.00 for **up to** five (5) hours, and \$10 an hour **each hour after** five (5) hours. Full use of the kitchen appliances is a **separate** fee of \$75.00. A damage deposit of \$100 and the rental fee will be collected from the renter when he/she receives their key.

Damage Deposit

The Damage Deposit will be returned to you once you have returned the keys and an inspection has revealed the hall has been left in satisfactory condition. You will be notified if any damage has been done and their resulting costs when you return the keys.

OTHER CHARGES *(taken from Damage Deposit up to \$100. Any charges over \$100 will be required by the renter to pay).*

Hall cleaning: \$30.00 (minimum) if the hall is not satisfactory after your rental.

Window Blinds: \$50.00 per blind damaged.

Kitchen Appliances: To be determined upon inspection.

The Brown Hall reserves the right to decline a reservation to any organization for any reason.

REMINDER: The Brown Hall and surrounding property may be inspected by a member of the Hall Management Committee at any time during your rental to ensure sure our regulations are being followed. If regulations are not being followed, you may be asked to leave the hall, and forfeit your damage deposit.

Beaver Bank Brown Hall

BROWN HALL

351 BEAVER BANK ROAD
BOOKINGS: 902 865-0757

GENERAL RENTAL AGREEMENT

DATE OF RENTAL: _____ **TIME:** FROM _____ TO _____
RENTERS NAME: _____
ADDRESS: _____
EMERGENCY CONTACT: (*preferably cell phone*) _____
PURPOSE OF RENTAL: _____

By signing this agreement, the renter agrees to all conditions disclosed herein including but not limited to the following:

RENTER acknowledges that he or she is over twenty-five (25) years of age.

RENTER agrees to leave the facility in a clean, neat, orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items on the attached list. If the functions as listed are not performed, if the facility is left in less than satisfactory conditions or if physical damage is done to the facility, the renter will be charged a minimum fee of \$30 taken from the damage deposit for any cleaning or maintenance that is required to bring the facility back to the proper condition. In the event the deposit is not large enough to cover the cost of repairs or clean-up, the renter will be held responsible for the additional costs.

RENTER agrees to release the Brown Hall from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility.

RENTER agrees that there is to be no smoking inside or within fifteen (15) feet of the building. (*This is enforced under Halifax Regional Municipality by-law #S-203*)

RENTER acknowledges receipt of key(s) # _____ to the facility requested by this agreement. If the key is not returned to the booking agent, the renter will be responsible for the cost of changing the locks on the facility. The key must be returned to the booking agent before the deposit will be returned.

RENTER acknowledges that the deposit will only be returned in full if all requirements are fulfilled after the rental.

RENTER acknowledges that the Brown Hall reserves the right to cancel any rental at any time. A two-week notice of cancellation will be given. In the event it is impossible to give two weeks' notice, as much notice as possible will be given.

RENTER acknowledges that he/she takes responsibility for the conduct of **ALL** members or guests in attendance during the rental.

I certify that I have read, understand, and agree to the above rules.

Renter's Signature

Date

Witness' Signature

Date