



West Dublin Hall Company Limited

10 Huey Lake Road, West Dublin, NS B0R1C0

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www.westdublinhall.ca



@westdublinhall

Rental Agreement

The West Dublin Hall is a community space operated and maintained by volunteers. The space is made available for rental to hold meetings, gatherings, events and social functions for a nominal fee. As a non-profit, the objective of the company is to provide a functional and accessible space with low barrier of entry to allow for maximum community involvement and inclusion. In order to meet these objectives all rentals are subject to the following conditions:

1.	Rental fees and damage deposits are to be paid before the event (<i>see Table A</i>).
2.	Smoking and/or vaping are not permitted in the building.
3.	Occupancy permit limits must be respected (<i>see Table B</i>).
4.	Be respectful of the neighbors in terms of noise and time of day.
5.	Renters hold all liability associated with their event (public or private) and therefore must obtain all necessary permits or licenses as required (<i>See Table C</i>).
6.	Rentals are currently limited to the main level (including bathroom and kitchen); the upper level is not available for use. There are 7 large wooden tables, 62 wooden chairs and 32 plastic chairs included in the rental.
7.	Renters are responsible to clean the space after their event. This includes sweeping the floors, mopping (if necessary), leaving washrooms and kitchen clean, removing decorations, spot cleaning walls, removing garbage to outdoor containers, and stacking/storing tables and chairs to the perimeter of the main level.. The lights must be turned off (expect those otherwise marked) and the key returned to the lockbox.

Signed by Renter: _____ Date: _____

Signed by WDCH: _____ Date: _____

Method of Payment (damage/cleaning) deposit fee: _____

Table A: Rental Rates*:

\$25/ per hour
\$50/ half day
\$80/ full day
\$25 kitchen fee

*\$100 damage/cleaning deposit will be refunded after final inspection of the premises, minus any required expenses, if applicable.

Table B: Occupancy Numbers (as per Fire Marshall - posted on walls in hall)

Maximum permissible Occupant Load (lower level) *

Persons with non fixed tables and chairs:	95
Persons with non fixed chairs:	120
Persons involving liquor license functions:	75

*Upper level currently not available for rental

Table C: Licenses and Permits*

<i>Alcohol</i>	If you plan to serve alcohol you must obtain a Special Occasion Liquor Licence (class 1, 2 and 3) from <i>Service Nova Scotia Alcohol, Gaming, Fuel and Tobacco Division</i> .
<i>Music</i>	If you plan on including music in your event you may require a permit. <i>The Society of Composers, Authors and Music Publishers of Canada (SOCAN)</i> administers music licenses for Performing Rights and Reproduction Rights.
<i>Food</i>	If you plan to serve food you may require a permit pursuant to Nova Scotia Food Safety Regulations. Licensing and permitting requirements be obtained from <i>Nova Scotia Environment and Climate Change</i> . Please note that the hall does not have the required licensing and permits allowing preparation of food onsite intended for sale at this time.

*This is an example list only; other permits and/or licenses may be required depending on the nature of the event.