



FACILITY USE AGREEMENT - PART I

USER: _____ Individual ____ Business ____ Group ____

Contact: _____

Address: _____ Tel: _____

Fax: _____

E-mail: _____

SINGLE BOOKING: ____ Yes ____ No

If Yes, Date of Function: _____

Time of Function: From: _____ To: _____

Details: _____

Estimated Attendance: _____ Admission Charged? ____ Yes ____ No

SERIES BOOKING: ____ Yes ____ No

Dates of Functions: _____

Details: _____

Time of Function: From: _____ To: _____

Estimated Attendance: _____ Admission Charged? ____ Yes ____ No

SERVICES REQUIRED:

Food Service: ____ Please arrange with caterer and advise. For self-catered functions, the Village Office will contact a Kitchen Supervisor. There is a daily fee for a Kitchen Supervisor. The kitchen must be cleaned and vacated prior to 11:00 p.m. on the day of the event.

Caterers: _____

Bar/Bar License: ____ Please arrange with Fire Dept. or Lions Club, giving 30 days notice, and advise the Village Office

Name of Bar Chairperson for: Lions Club _____

Fire Department _____

Cleaning: If the caterer and/or user do not want to do the set-up; clean and put away tables and chairs; and sweep the floor after the event, the Village Custodian may be hired for a fee.

INFORMATION FOR USERS:

Auditorium Equipment: Tables, chairs, PA system, podium, piano, and stage. NOTE: The use of nails, tape, tacks, and staples on the walls are not permitted when decorating for a function.

Capacity: In accordance with fire regulations, the maximum occupant load of the Community Centre is as per Part III of the Facility Use Agreement. NOTE: The occupant load may be more restricted depending upon the set-up of the rooms; e.g. tables and/or chairs.

Access: There is an elevator serving all levels of the Community Centre.

FEES: ____ Yes ____ No If No, reason: _____

Fees are in accordance with Schedule "C" of the By-Laws of the Port Williams Community Centre.

FACILITIES REQUIRED:

Auditorium _____ Kitchen _____ Kitchen Supervisor _____

Multi-Purpose Room _____ Kitchenette _____ Key/Damage Deposit _____

Youth Room _____ Other _____

TOTAL: _____ **PAID:** _____ **BALANCE:** _____

*Please make cheques payable to the Village of Port Williams and forward to the Village Office

Signature of User/Contact _____ Date _____

Signature of Village Admin _____ Date _____



Port Williams Village Commission Community Centre

FACILITY USE AGREEMENT - PART II

The Village of Port Williams is not responsible for items/equipment left on the premises before or after the function.

For non-bar and non-catered functions, the User is responsible for lock-up, turning off heat and lights.

The Nova Scotia Alcohol and Gaming Division permits no alcoholic beverages beyond the Auditorium or Multi-Purpose Room or outside the building.

Smoking is not permitted within the building or within 4 metres of windows and entrances.

I/we agree to park in the west parking lot at the rear of the building.

In keeping with standard Fire Regulations, I/we agree to keep the area in front of the Fire Department garage doors clear at all times during and related to the function.

During the open hours of the Port Williams Library (see signs posted at front of Community Centre), I/we agree to refrain from making excessive noise by running, dropping tables and chairs, playing loud music, or any other unnecessary activity during the set-up for the function covered by this form. It should be noted that the parking area adjacent to the Library is for Library patrons only.

The Village reserves the right to cancel any facility rental either prior to or during such rental and/or order all persons out or off of any part of the facility or associated areas due to an operational concern, emergency, or failure of the User to comply with the rental terms. The User will be responsible for any part of the rental fee that the Village, in its sole discretion, deems payable. The Village is not responsible for any damages sustained by the User as a result of the cancellation.

The Village is not responsible, nor liable in any way, for any damage, loss or injury to any property or any personal injury or death to any person arising in any manner whatsoever from the use of any facility or associated area or any accessories, and the User indemnifies the Village against all claims relating in any manner to such damage, loss, or personal injury or death.

I/we agree to make restitution for any damages incurred to the Community Centre or to any equipment during the event being booked by this Facility Use Agreement.

The User must abide by all By-Laws, policies, rules, and regulations of the Village of Port Williams.

The User must not do or omit to do or allow anything to be done or committed which will impair or invalidate the obligation of any insurance policy effective by the Village.

The Village reserves the right to refuse to rent any facility for any reason.

The Facility Use Form constitutes the entire agreement between the Village and the User. There is no condition precedent or warranty of any nature, and no warranty or covenant collateral to the agreement. The agreement cannot be modified or amended except by written instrument signed by both the Village and the User.

Signature of User/Contact _____ Date _____

Signature of Village Admin _____ Date _____

Port Williams Village Commission
Community Centre Information Sheet

Facility Agreement Addendum – Part III

Room Capacity and Equipment			
	Auditorium	Multi-Purpose Room	Youth Room
Capacity	270 persons (without table & chairs)	75 persons (without table & chairs)	20 persons (without table & chairs)
Area	85' L x 38' W = 3,230 sq. ft.	48' L x 24' W = 1,152 sq. ft.	32' L x 13' W = 416 sq. ft.
Chairs	250	50	30
Tables	58 (4'x2.6'), 8 (10'x2.6'), 3 (6'x2.6')	10 (6'x2.6')	1 (8'x3')
Equip	Sound system, projector, screen	Sound system, projector, screen	N/A
Kitchen	Commercial kitchen (Licensed)	Kitchenette	N/A
Stage	Stage	N/A	N/A

*Catering Services

Port Williams and District Lions Club Mark Grotjohn 902-670-3619	Port Williams Women's Institute (groups of 50 or less) Ruth Blenkhorn 902-542-7141
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**No kitchen fee or kitchen supervisor fee is charged if you select one of the catering groups above, otherwise fees will apply.*

**Please note that the Port Williams and District Lions Club does not cater in July and August or on holidays or holiday long weekends*

Bar Services

Port Williams and District Lions Club Donna Hamilton 902-670-7159	Port Williams Fire Fighter Association Amber Rand 902-670-7610
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Forms & Fees

- Rental fees must be paid in advance of your event and during Village Office hours (Monday to Friday, 9am to 1pm excluding holidays) in order to receive keys allowing access to the building and your venue.
- At this time, the Village Office accepts cash or cheques only. Please make cheques payable to the Village of Port Williams.

Audio & Video Setup / Stage

- If you require any audio and/or visual equipment, you must come in during office hours before the event to learn how to operate it. Staff will not be available to assist you at your event. Laptops will need an HDMI port in order to connect. Wi-Fi password: PublicAccess
- If you require the stage and steps, please inform the Village Office, they will set it up before the event.

Liquor Licensing and Compliance

- *The use of alcohol is strictly prohibited unless arrangements have been made through the Lions Club or the Fire Fighter Association.*

Food Safety Laws and Requirements

Access to the Auditorium Kitchen

- If requesting the use of our licensed kitchen:
 - 1) You must have at least one person with a Food Handlers Certification from the Province of Nova Scotia. Proof of certification must be submitted to the Village Office before your event date. Failure to provide proof of certification will deny access to our licensed kitchen. Please attach a copy along with this signed rental agreement.
 - 2) There must be a trained person on the premises at all times.
- By signing this agreement and requesting use of the licensed kitchen, you agree to adhere to the Nova Scotia regulations respecting Food Establishments. Failure to follow these regulations may result in the termination of your Facility Use Agreement without a refund.

Facility Agreement Addendum – Part III

No Access to the Auditorium Kitchen

- Events organized by an individual or organization:
 - 1) The use of the auditorium kitchen will not be available if any food has been prepared off-site and is not from a licensed commercial kitchen. As a result, you will not have access to refrigeration, stove top, oven, or a preparation area.
 - 2) If all of the food has been prepared by a licensed commercial kitchen, and you can provide proof of purchase, then access to our kitchen is permitted. You must adhere to the rules and regulations in the previous section Access to the Auditorium Kitchen.
- It is strongly recommended that renters be confident that all proper food handling practices are used throughout the process of handling, cooking, transporting, storing, and serving food to your guests.

On the Day of your Event

- Please be considerate when setting up and taking down your event during Library hours (Mondays from 2pm-5pm and 6:30pm-8:30pm, Wednesdays from 10am-5pm, Fridays from 2pm-5pm and 6:30pm-8:30pm, and Saturdays from 10am-2pm.
- Please do not drag the tables or chairs. Please do not use tacks, nails or tape on the walls or woodwork as these items are strictly prohibited. You may use something like Tak 'n Stik or Command Strips for decorating purposes. Magnetic hooks can also be used on the ceiling T-bars. If the rental area is damaged, you WILL be held responsible.
- Candles are permitted, but they are not to be used in a procession and must be in a proper candle holder which will contain the overflow of the candle.

Clean-up

- The room should be left as you found it, with the chairs (20 per/stack) and tables (15 per/stack) neatly stacked and returned to the storage room. See the instruction sheet attached to the storage room door.
- The piano and podium are not to be placed in the storage room.
- Garbage bags, brooms, etc. are available to assist you in cleaning up after your event.
- Dish cloths and towels are to be laundered and returned immediately to the Village Office.
- If the kitchen is used, please report any breakage or items needing attention in the logbook found on the bulletin board. Report any incident or damage which occurred during your event by emailing the Village Office at villageoffice@portwilliams.com
- All lights are to be turned off in the room you rented, kitchen (if used), and bathrooms before exiting the building. Ensure all windows are closed before you leave.

Exiting the Building

- The rental room and the main entrance to the Community Center must be locked when leaving (pull the pins and hook them up).
- Please return the keys to the Village office during office hours or drop the keys off in the Drop Off Box to the right of the main doors.

I have read and understood the terms of the Facility Agreement Addendum - Part III.

Signature of User/Contact

Date