

HEART'S CONTENT REGIONAL CENTRE FOR THE ARTS RENTAL AGREEMENT

Part 1 – Information and Regulations

Capacity: The Arts Centre is owned and operated by the Heart's Content Mizzen Heritage Society (MHS). Its capacity is 77 people with tables and chairs and 123 people with chairs only. Renters must not exceed these limits.

Event: The type of event being requested must be approved by the MHS.

Rental Fees:

\$250, or \$100 if renters are long-time members of two years or more in good standing of the MHS. Includes basic sound system consisting of one microphone and speaker.

Use of Full Sound System - \$100. The sound technician must be approved by the MHS.

Cleaning / Damage Deposit - \$100 (refundable if renter does satisfactory clean-up and there is no damage to property and equipment). Any cleaning costs or damages beyond the \$100 deposit will be the responsibility of the renter.

Deposit: A deposit of 50% of the rental is required to reserve the centre. Any remaining balance is due on or before the last business day prior to the event. The deposit is fully refundable if cancellation is made 14 days prior to the rental date. If cancelled within the 14 days, the deposit will be forfeited.

Set-up: Renters are responsible for all setup at a time approved by the MHS. The renters are also responsible for the conduct and supervision of all persons admitted to the Arts Centre.

Clean-up: Clean-up must occur by 12 noon on the day following the event or at a time approved by the MHS. We are proud to provide our facility in as clean a condition as possible and ask that all users leave the centre as clean as they found it. All tables and chairs used are to be wiped clean, tables to be put back on trolleys under the stage, chairs to be stacked and put against the walls; wet or dry spills to be cleaned up and the main event area and stage are to be swept and mopped if necessary. When moving tables and chairs, please avoid dragging them across the floor, making marks on the floor.

The kitchen, if used, and washrooms must be swept and mopped. Washrooms must be cleaned, and toilets flushed. All countertops in kitchen must be properly cleaned. Cutlery and dishes must be washed, dried and returned to their proper places. All garbage is to be placed in garbage bags. Stove must be cleaned if used.

Smoking: Smoking is not permitted inside the building or near the entrance.

Decorations: Decorations may be temporarily fixed to walls, floors or ceiling. However, under no circumstances are holes permitted in walls or ceiling. The renter is responsible for any loss or damage to the Arts Center or its contents, including paint removal as a result of tape removal. The recommended type of tape is masking tape, especially painter's masking tape. Please do not use scotch, duct or any other kind of tape.

Alcohol: No alcohol can be sold on Arts Centre property unless the renter acquires the proper licences from the Newfoundland and Labrador Liquor Commission. However, if the renter is hosting a private event, alcohol may be brought on the premises and consumed responsibly. If alcoholic beverages are to be consumed on the premises, the renter assumes all liability and must ensure that there is no misuse or overconsumption. All applicable Newfoundland and Labrador laws must be followed. The renter is responsible for supplying their own bar glasses. We recommend disposable glasses and cups.

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Part 2 – Rental Request and Agreement

Individual or Group Requesting Rental _____

Type of Event _____

Full Name of Contact Person Responsible for Event (Print): _____

Phone # _____ Address: _____

Estimated Attendance _____

Rental Date(s) Requested _____

Rental Cost: Basic (\$250) _____ + Use of Full Sound System if required (\$100) _____ +
Cleaning/Damage Deposit (mandatory) (\$100) _____ = Total: _____

All payments are to be made to the Mizzen Heritage Society (MHS) on or before the last business day prior to the event. Payments by cash or cheque will be accepted. As a reminder, if alcohol is to be consumed on our premises during this rental, you are responsible to ensure that all applicable Newfoundland and Labrador laws are strictly followed.

As much cleanup as required to have the facility as clean as you found it is necessary to get any or all of the cleaning deposit back. YOU are fully responsible for your event and the condition in which the facility is left.

Signature and Agreement of Renter Responsible for Event

“I agree to follow all conditions and regulations as stated in the HEART'S CONTENT REGIONAL CENTRE FOR THE ARTS RENTAL AGREEMENT”.

Signature: _____ Date: _____

Mizzen Heritage Society Rental Approval

The above-described rental request is approved for _____ at a rental cost of _____ (including cleaning / damage deposit). _____ (date)

MHS Executive Signature: _____ Date: _____

Contact Info & Deposits: Please contact Ed Arnott (709-583-0645) or John Warren (709-583-2928) for additional information if needed.

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Part 3 - Checklists

Cleaning Checklist:

- Tables and chairs damp wiped. Tables placed back on trolleys and chairs stacked against walls.
- All floors swept and mopped if necessary.
- Wet or dry spills cleaned up.
- Kitchen and washrooms swept and mopped if necessary.
- Dish towels are for dishes and cutlery only. Please do not use as cleaning rags.
- All work surfaces in kitchen to be cleaned.
- All dishes and cutlery washed and put away.
- Coffee urns must be emptied, washed & dried with paper towel. Lids left off.
- Put coffee grounds in garbage, never down sink drain.
- No excess food, sauces or fat put down drains. Put in containers and then in garbage.
- Take any unused food from refrigerators, freezers and anywhere else and remove from premises
- Put all garbage in garbage bags, recyclables in recyclable bags.
- Please put everything back where you found it.

Closing up Checklist:

- Ensure all stove elements and oven are turned off.
- Bathroom lights turned off.
- All inside lights turned off.
- Ensure all windows and doors are locked.
- Key returned to the Mizzen Heritage Society.

The Heart's Content Mizzen Heritage Society thanks you for renting our facility and for taking good care of it.