



qplex
 20 Randy Jones Way
 P.O. Box 21085
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 Email: qplex@quispamsis.ca
 Website: www.qplex.quispamsis.ca

MOOSEHEAD BREWERIES CONFERENCE CENTRE RENTAL AGREEMENT

The Moosehead Breweries Conference Centre at the qplex is the place for celebrations, parties, meetings, conferences and much more. The culinary delights of onsite caterers, George Cousins Catering Services, will ensure that your event is a success. As second generation members of the Georgoudis family, owners of Vito's restaurants, the George cousins have achieved a strong reputation in the food services industry throughout the region.

We understand that your function is unique. With 4,000 square feet of space that can be divided into three smaller rooms, you can have the ideal venue for any occasion. Need more space? The sliding glass doors from the Conference Centre open up into the lobby - a perfect backdrop for that special reception. All rooms can be customized to suit your needs. Conference Centre is available from 8:00am – 1:00am

Please choose room(s):

ROOM	SPECIFICATIONS	Please check all that apply
Moose Light Room Under 5 hours - \$25/hour 5 hours or more - \$150	<ul style="list-style-type: none"> ▶ 1,215 square feet ▶ 75 people - theatre style (chairs only) ▶ 58 people - banquet style (tables and chairs) ▶ 145 people - reception (standing) 	
Alpine Room Under 5 hours - \$25/hour 5 hours or more - \$150	<ul style="list-style-type: none"> ▶ 1,250 square feet ▶ 70 people - theatre style (chairs only) ▶ 58 people - banquet style (tables and chairs) ▶ 140 people - reception (standing) 	
Oland Room Under 5 hours - \$35/hour 5 hours or more - \$300	<ul style="list-style-type: none"> ▶ 2,315 square feet ▶ 170 people - theatre style (chairs only) ▶ 136 people - banquet style (tables and chairs) ▶ 265 people - reception (standing) 	
Moosehead Conference Centre *all three rooms combined Under 5 hours - \$50/hour 5 hours or more - \$525	<ul style="list-style-type: none"> ▶ 4,780 square feet ▶ 320 people - theatre style (chairs only) ▶ 240 people - banquet style (tables and chairs) ▶ 600 people- reception (standing) 	
Damage Deposit Due at contract signing	▶ \$250	

HST additional

Additional Specifications:

Catering (responsibility of renter)	George Cousins Catering Services Contact: Michelle Bourque Phone: 506-847-4400 Ext 8.	
Projectors, Drop down Screens, Microphone	No additional fees; however, if you require use of the cords a \$50 fee will apply.	
Wireless access throughout building		



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Date(s) of Function: _____	Time of Fuction: _____ to _____
Event Name: _____	Company: _____
Primary Contact: _____	Phone: _____
Alternate Contact: _____	Phone: _____
Mailing Address: _____	

E-mail: _____	Fax: _____

Room Setup:

Number of Participants: _____ (Count must be confirmed 48 hours before function)

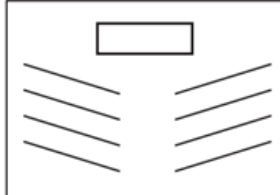
Room Setup Desired:

Hollow Square Theater U-Shaped Classroom Rounds

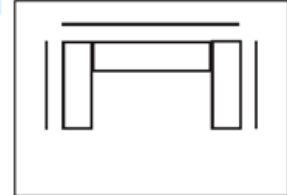
Hollow Square



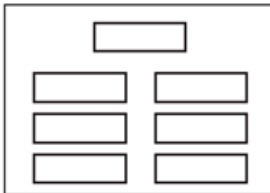
Theater



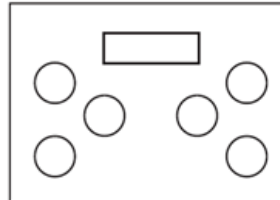
U- Shaped



Classroom



Rounds



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This Agreement between _____ and the Town of Quispamsis defines the terms and conditions for the rental of the Moosehead Breweries Conference Centre rooms.

The following terms and conditions apply to all room rentals:

1. Bookings are to be on a first come first serve basis, and are to be made through the Town of Quispamsis. The rental fee and damage deposit are to be paid and the rental agreement signed three weeks in advance of the booking, otherwise the booking is considered cancelled.
2. A damage deposit of \$250 will be required for ALL rentals. The damage deposit can be refunded five business days after the rental date, provided no damage has occurred.
3. If any damage occurs to the building or site or any equipment within, the cost of repair or replacement will be deducted from the damage deposit (see FACILITY CHECKLIST). If the cost of said items exceeds the damage deposit, the balance will be charged to the rental group.
4. In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Quispamsis qplex at least ten (10) business days before the rental date. Otherwise, the rental fee will be forfeited, and only the damage deposit will be refunded.
5. Only persons 19 years of age or older may rent the facilities. Identification is required.
6. All activities are to be confined to the specific area rented.
7. Groups will be admitted one half hour before rental time slot, when possible, to allow for room set-up. All late time-slot rentals activities are to be completed, building restored to order and the building vacated by 1:00 a.m.
8. The rental group is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Town of Quispamsis responsible for any injury or loss of personal belongings. The rental group covenants and agrees to indemnify and save harmless the Town of Quispamsis of and from any and all manner of claims, damages, loss, costs and charges whatsoever occasioned to, or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequence of or in connection with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from or on account of the same. The rental group's covenants for indemnity herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, or construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason or any insufficiency in said structures and whether or not same have been approved by the Town, its servants or agents.
9. If equipment is brought into the facility, it is to be removed immediately following the event
10. No foreign substances are to be placed on the floor, e.g., powdered wax, sand, etc., or any other substance used for dancing. "Smoke" or "Fog" machines and throwing of confetti or rice are not permitted.
11. Decorations or signs are to be attached by removable tape only. Tacks, nails, screws or staples are not allowed in walls or on tables or chairs.
12. The rental group shall be entitled to have free use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of all facilities.

