



Moosehead Breweries Conference Centre Rental Agreement



Date(s) of Function _____	Time of Function _____ to _____
Event Name _____	Company _____
Primary Contact _____	Phone _____
Alternate Contact _____	Phone _____
E-mail _____	Fax _____
Mailing Address _____	

INSURANCE

I have insurance (if you carry Commercial General Liability Insurance please provide a copy with the addition of the Town of Quispamsis as insured, you must have no less the \$5 million per occurrence against all claims for bodily/personal injury including and resulting in death and property damage)

I would like to purchase insurance from the Town of Quispamsis (see Facility User Liability Insurance Coverage rate chart and other documents on our website. www.quispamsis.ca)

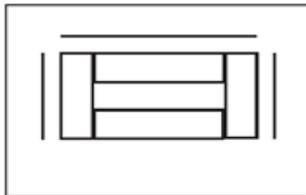
- Purchase of the Facility User Liability Insurance coverage must be done at the time of booking if no other insurance is in place.

- Proof of insurance is required no later than 8 weeks before rental date, insurance must remain in effect for the duration of the rental period.

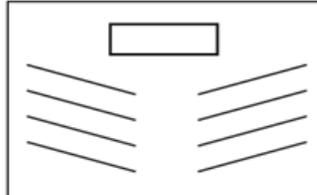
Room Setup: Number of Participants _____

Room Setup Desired: Hollow Square Theatre U-Shaped Classroom Rounds

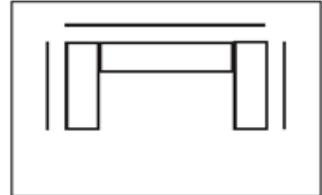
Hollow Square



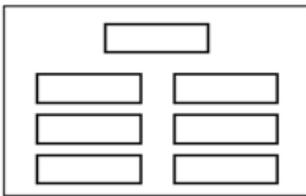
Theater



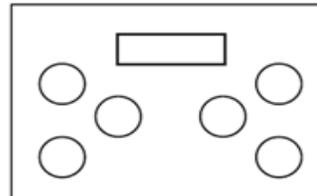
U- Shaped



Classroom



Rounds



*Please specify any additional room set up on diagram provided on Page 4

ROOM	SPECIFICATIONS	Please check all that apply
Alpine Room -1,250 sq feet \$31/hour 5+ hours flat fee - \$185	<ul style="list-style-type: none"> ▶ 75 people - theatre style (chairs only) ▶ 58 people - banquet style (tables + chairs) ▶ 145 people - reception (standing) 	
Mooselight Room -1,215 sq feet \$31/hour 5+ hours flat fee - \$185	<ul style="list-style-type: none"> ▶ 70 people - theatre style (chairs only) ▶ 58 people - banquet style (tables + chairs) ▶ 140 people - reception (standing) 	

Oland Room -2,315 sq feet \$45/hour 5+ hours flat fee -\$370	▶ 170 people - theatre style (chairs only) ▶ 136 people - banquet style (tables + chairs) ▶ 265 people - reception (standing)																						
Moosehead Conference Centre *all three rooms combined \$62/hour 5+ hours flat fee - \$635	▶ 4,780 square feet ▶ 320 people - theatre style (chairs only) ▶ 240 people - banquet style (tables + chairs) ▶ 600 people- reception (standing)																						
Catering- ALL FOOD MUST BE PROVIDED BY CATERER ONSITE OUTSIDE FOOD IS NOT ALLOWED	Peddlers Creek Catering Company: catering@peddlerscreekbbq.com or 506-216-2633 *All catering requests should be made 2 weeks prior to event date.	Please circle : Yes or No																					
Equipment Required- *We do not have IT staff onsite. Please indicate the date and time that you would like to come in to test your equipment: DATE: _____ TIME: _____	<u>Projector and Screen</u> <u>Podium</u> <u>Wireless Mic</u> <u>Corded Mic</u> <u>Risers</u> <u>Office equipment Tote rental which includes:</u> <u>HMDI/VGA/Audio cords, extension cord, power bar, pencils, pens, markers, paper clips, Note pads, tac 'n stick.</u> <u>***Flip chart is available upon request (\$10 charge applies)</u>	<table border="0"> <tr> <td>Projector</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Podium</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Wireless Mic</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Corded Mic</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Risers</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Office Tote (\$10)</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Flip Chart (\$10)</td> <td>Y</td> <td>N</td> </tr> </table>	Projector	Y	N	Podium	Y	N	Wireless Mic	Y	N	Corded Mic	Y	N	Risers	Y	N	Office Tote (\$10)	Y	N	Flip Chart (\$10)	Y	N
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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 qplex Administration. The full rental fee and damage deposit are to be paid and the rental agreement signed eight weeks in advance of the booking, otherwise the booking is considered cancelled.
2. A damage deposit of \$250 and 50% of total rental fee will be required for ALL rentals at the time of booking. The damage deposit can be refunded five business days after the rental date, provided no damage has occurred. The 50% of total rental fee is NON-REFUNDABLE.
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. 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, notice in writing must be given to the qplex Administration at least 8 WEEKS 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. 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. Equipment is brought into the facility, is to be removed immediately following the event. The Town will not accept responsibility for items left overnight within the facility.
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/signs are to be attached by removable tape only. Tacks, nails, or staples are not allowed in walls or on tables or chairs.

12. The rental group shall be entitled to have free, shared use of all parking facilities connecting the said premises in common with others lawfully entitled thereto, including patrons of all facilities.
13. As per the Smoke-Free Places Act, all Town owned facilities are smoke free. Smoking, vaping, and e-cigarettes are not permitted in the qplex.
14. The rental group shall, during the term of the rental, ensure all the fire exits of the said premises are kept open and free from obstructions.
15. The rental group will not allow anything to be done or permit anything to be carried out upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises, or which may make void or voidable any policy of insurance, but in such event the rental group shall thereupon pay to the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
16. It is the responsibility of the rental group to be aware of the equipment and supplies available at the facility as well as their location.
17. The use of open flame devices and candles are not permitted.
18. Bookings for less than 5 hours may be subject to cancellation if the qplex receives a full day booking. A minimum of 14-days notice will be provided.
19. Any deviation from the policies herein established shall be referred to the Quispamsis Town Council.
20. The Town of Quispamsis reserves the right to cancel this agreement or any reserved/booked times upon notification, or by reason beyond the control of the Town of Quispamsis, (weather, power outages, mechanical failure, Emergency or any other unforeseen conditions). Any monies paid for cancelled times will be refunded or credited to your account.

I, _____, a member of _____

 NAME RENTAL GROUP, IF APPLICABLE
 have hereby read and understand all policies herein; have paid the rental fee and damage deposit as laid out by Quispamsis Town Council and
 agree to abide by the above conditions on _____, for _____
 RENTAL DATE TYPE OF EVENT

Any group or person that fails to provide complete and honest information in respect to their intended use will have their contract cancelled, and will lose all money on deposit. The Town reserves the right to cancel the contract at any time for any breach of a term of this contract.

The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the *New Brunswick Right to Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the qplex Manager at (506) 848-5905.

 SIGNATURE

 PHONE NUMBER

 FULL MAILING ADDRESS

*** FOR OFFICE USE ONLY ***

Damage Deposit Fee (\$250) and 50% non-refundable rental fee

Paid On _____

Total Rental Fee \$ _____

Receipt Number _____

Paid On _____

Paid By _____

Paid By _____

Method _____

Receipt Number _____

Credit Card Number _____

Identification _____

Expiry Date _____ Original Auth# _____

Date Released _____

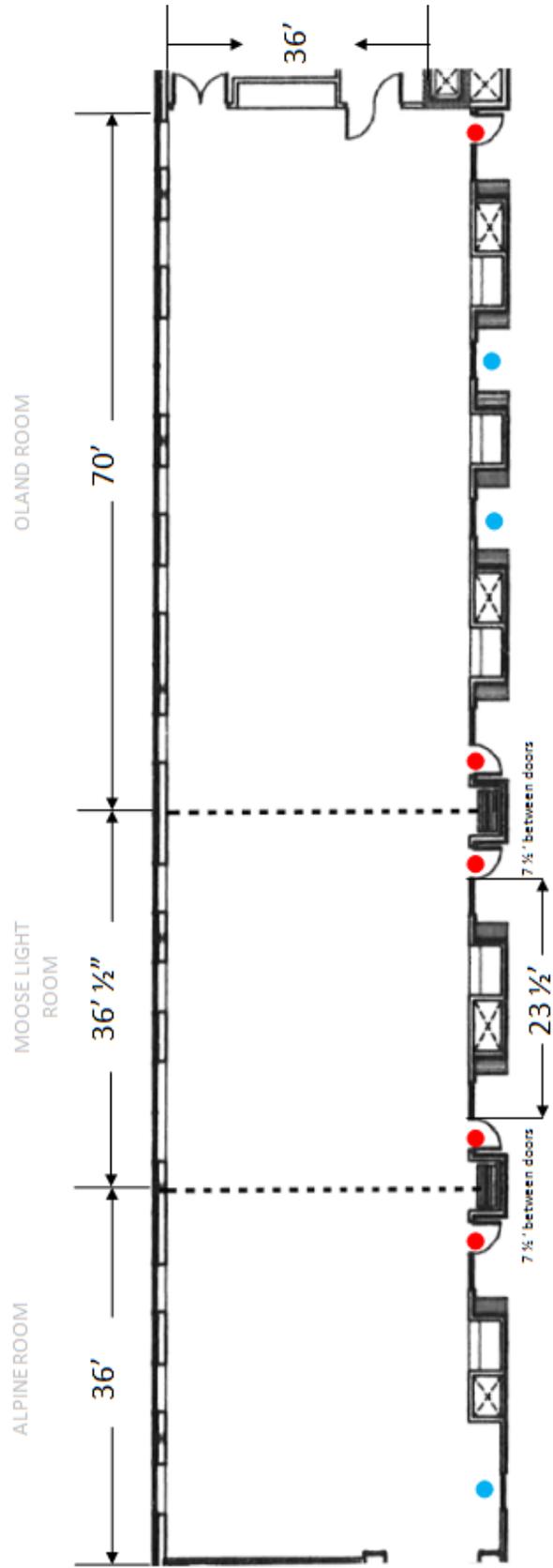
If person paying the invoice for the above contract does not have the same address as the person signing contract, please record address here:

- We received notification the said facility was left in good condition with no damage, and hereby authorize the release of the damage deposit.
- We received notification Damage has occurred at the above noted facility, and the Town of Quispamsis has been duly reimbursed for said damage.

 DATE

 TOWN REPRESENTATIVE

MOOSEHEAD CONFERENCE CENTRE



Notes:

	Podium + mic
	Round Table (36)
	Rec. Table (16)
	Staging
	Chair
	Fire Exit (door must not be blocked)
	Non-Fire Exit (doors may be obstructed as long as dividing walls are NOT closed)