



Booking Agent: Charmaine MacAusland 902-223-1506

PORTERS LAKE COMMUNITY CENTER

# Hall Rental Agreement

Rental Date:		Rental Time:		To	
Repeat Event:		Repeat Event Details:			
Renters Name:					
Phone #:		E-mail:			
Address:					
Type of Event:		IF Birthday party:	Child's Birthday or Adult's Birthday		
Area Rented:	Upper Hall	Lower Hall	Other:		
Bar Required:	If yes, alcohol license must be provided 7-10 days prior to event.				
Aprox. number of guests:		Payment method	<b>CASH, CHEQUE or EMT</b> <b>Please make EMT to</b> <b><a href="mailto:porterslakecsa@gmail.com">porterslakecsa@gmail.com</a></b>		

Item	Cost	Per	Amount	Sub Total
Upper Hall – Monday through Thursday (Max 176 people standing – 150 people seated)	\$25.00	Hour		
Upper Hall – Friday through Sunday (Max 176 people standing – 150 people seated)	\$30.00	Hour		
Receptions, weddings, banquets, parties (Upper Hall, + \$150 refundable deposit weddings only)	\$400.00	Day/Evening		
Damage Deposit - Weddings	\$150.00	Flat rate		
Lower Hall – Monday through Thursday (Max 77 people standing – 61 people seated)	\$20.00	Hour		
Lower Hall – Friday through Sunday (Max 77 people standing – 61 people seated)	\$25.00	Hour		
Kitchen Use - FULL (Includes dishes, cutlery, stove, oven, fridge)	\$100.00	Day/Evening		
Kitchen Use - PARTIAL (just coffee / tea urns, cups and spoons)	\$50	Day		
Set Up Night Before (If hall is available)	\$50.00	Evening		
Bartenders (1 - max 74 people) (Bar and bartender is supplied by PLCSA. \$75.00 for 5 HOURS, \$15.00 for every additional hour)	\$75.00 for 5 hours	Day/Evening		
Bartenders (2 - 75+ people) (Bar and bartender is supplied by PLCSA. \$100.00 for 5 HOURS, \$20.00 for every additional hour)	\$100.00 for 5 hours	Day/Evening		
Bar event Cleaning Fee	\$30.00	Flat rate		
<b>TOTAL</b>				

## Hall Rules

- Maximum occupancy: Upstairs 176 people – 150 people seated – Downstairs 77 people standing – 61 people seated.
- Please leave the hall as you found it. You may be held responsible for any damage that occur during rental.
- **No renter can access the hall more than 15 minutes before their scheduled rental time. Renters are to exit the hall immediately following their end rental time. We allow a 5 minute exit rule.**
- No Bouncy Castles or confetti allowed in the hall for Rentals.
- Birthday parties must be a minimum 3 hour booking. This provides renters 30 minutes before to set up, and 30 minutes afterwards to clean up.
- Adult birthday parties require a liquor license and bartender.
- No tape on the walls, you may use sticky tack.
- No outside alcohol is permitted other than NSLC table wine with Class I permit – no tailgating.
- There is a broom, dustpan, mop and bucket in the ladies washroom closet for any accidents or spills that occur during your event.
- Garbage must be taken out. The key is hanging inside the kitchen door on the right.
- If a bar is requested, you are required to provide the liquor license.
- Cancellation policy - minimum 7 days notice is required for a cancellation to receive a full refund for a booking.
- Failure to provide a liquor license from alcohol and gaming for events with alcohol will result in a cancellation of the event by the PLSCA. A refund will be issued, with the exception of \$5 for the EFT transaction fee.
- If a booking is canceled, eligible refunds are still subject to the \$5 banking transaction fee to return the EFT.
- Booking dates are not held. Bookings are only confirmed when the booking agent has received the hall agreement and payment in full.

**By signing below, I have read and agree to all parts of this rental agreement.**

Signature:		Date:	
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## Bar Licenses

Class II – Bar (no tailgating)	\$24.95
Class I – Table Wine (NSLC only)	\$12.45
Nova Scotia Alcohol and Gaming License Torrington Place – 2 <sup>nd</sup> Floor, 780 Windmill Road, Dartmouth NS Phone 902-424-6160	