



## **Albert County Historical Society Inc.**

3940 Route 114

Hopewell Cape NB E4H 3J8

Phone: (506) 734-2003 Fax: (506) 734-3291

albertcountymuseum@nb.aibn.com

www.albertcountymuseum.com

# **Hopewell Cape Community Hall Rental Policy**

1. The Hopewell Cape Community Hall Rental Policy reflects the desire of the Albert County Historical Society Inc. to integrate public access by having the building and grounds open to community citizens as well as non-profit and corporate groups. The users may utilize the rental space for a reception, meeting, dinner, workshop or other special functions.
2. The use of the Hopewell Cape Community Hall is a privilege and should be considered as such by the users. Therefore, the Albert County Historical Society Inc. will determine which users and type of activities that will be permitted in the Community Hall or grounds and the Society's decision is final. The Albert County Museum Manager/ Curator administers the rental schedule and therefore must approve all rental requests.
3. Any changes or additions to the interior or exterior of the Community Hall or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching or removing items from walls, windows, etc. are strictly prohibited without prior approval of the Museum Manager/Curator.
4. The Hopewell Cape Community Hall capacity at one time is a MAXIMUM of 104 people with tables and chairs; 140 people with chairs only.
5. The following equipment is available for use at no additional charge. Arrangement for use must be made prior to the event.
  - DVD and VCR players □ 8' wide portable screen
  - Public address system with microphone
  - Podium
  - Amplifier with speakers for ambient music
  - Tables
  - Wood chairs
  - General Kitchen Equipment
  - Plates, cups & saucers and dessert dishes □ Cutlery
  - Water goblets
  - Wine glasses
  - Salt & pepper shakers
  - Bread baskets
  - Small flower bowls
  - Coffee & tea perks
  - High Speed Wireless Internet

6. The following equipment is available for use at an additional charge. Arrangement for use must be made prior to the event.

- Digital projector (connects to your computer) - \$50
- Tablecloths - \$50

7. Decorating of the Hall is permitted with the approval of the Albert County Museum Manager/Curator. The following guidelines are recommended:

- Flower arrangements in containers may be used for decorating.
- Ornaments may be hung from existing nails. It is strictly prohibited to add new nails.
- Candles may be used provided that they are placed in suitable containers so as to not allow wax to drip or come into contact with tables or tablecloths.
- The following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.

8. Fees

☐ Rental Category A

- For functions where there is no foodservice or catering provided.
- \$250.00 fee.
- \$125.00 non-refundable deposit is required at time of booking. The balance is due on the date of the event.

☐ Rental Category B

- For functions where catering is provided by an outside source.
- \$500.00 fee.
- \$250.00 non-refundable deposit is required at time of booking. The balance is due on the date of the event.
- \$200.00 clean-up deposit is due on the date of the event, to be refunded after event.

☐ Local and Non-Profit Group Rental

- Placement in this category is at the discretion of the Albert County Museum Manager/Curator as directed by the Albert County Historical Society Inc.
- \$50.00 fee.
- Payment in full is due on the date of the event.

9. Outside caterers may be used for functions provided they meet the following requirements:

- Caterers shall ensure that there is at least one person present at all times where food is being prepared who holds a certificate confirming his or her successful completion of a food handling program. A copy of such a certificate(s) must be provided to the Albert County Historical Society Inc. prior to approval for the rental.
- Caterers must follow and comply with New Brunswick Regulation 2009-138 under the Public Health Act (O.C. 2009-457) as if they were the licensee of a Class 4 food premises.

The Albert County Historical Society Inc. reserves the right to observe any use of the kitchen and have a volunteer or staff member present.

10. The Albert County Historical Society Inc. does not provide alcohol services; however, renters are welcome to obtain the appropriate license from NB Liquor and arrange for their own bartender. **Permission from the Albert County Historical Society Board of Directors must be obtained prior to application for a liquor license as the application must be signed by a representative of the Board (premises owner). Renters are required to arrange for and present a copy of Party, Alcohol and Liability insurance listing Albert County Historical Society, Inc. as co-insured.** Please contact the Albert County Museum Manager/Curator for more information.

11. All cheques for rental must be made payable to the 'Albert County Historical Society Inc.' and can be mailed to the address above. Payment by cash, cheque, debit or credit card (Visa or MasterCard) can be made in person at the Albert County Museum during regular hours.

12. All groups requesting the use of the Hopewell Cape Community Hall are required to sign the attached Rental Form.

13. The Museum Manager/Curator must grant approval for all items such as televisions, VCRs, projectors, lighting, etc. that are brought into the building. This will ensure that the preservation of the building is maintained to its current condition. All electronic equipment must be in good condition and must be ULC listed or CSA approved.

14. There will be an Albert County Historical Society Inc. volunteer or staff member in attendance at every event.

15. The user group is responsible for leaving the rental space in the original condition found. If cleaning is required after an event, the user will be charged for the actual cleaning costs.

16. Smoking is strictly prohibited inside any of the Albert County Museum buildings.

17. The user agrees to accept all responsibility and liability for all damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person, persons or property of any person or persons at, on or in the Albert County Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.
18. The Albert County Historical Society Inc., its Directors, members, trustees, their heirs and successors according to law, individually or collectively, will not be responsible or liable, in any way or manner, for any damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person, persons or property of any person or persons at, on or in the Albert County Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.



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# Hopewell Cape Community Hall Rental Form

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Other Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have received, read and agree to the conditions and stipulations of the Hopewell Cape Community Hall Rental Policy.

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Accepted by Museum Manager/Curator

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