

# Village of Bible Hill

## Facility Rental Agreement Form

Please complete and return this agreement to:  
 Village of Bible Hill  
 67 Pictou Road, Bible Hill, NS B2N 2R9  
 Phone: 902-893-8083 Email: admin@biblehill.ca



<b>Name of Renter (Individual or Organization)</b>					
<b>Type of Event</b>					
<b>Address</b>				<b>Postal Code</b>	
<b>Phone number</b>			<b>Email address</b>		
<b>Date of Event</b> (if multiple dates, attach schedule)		<b>Time of Event</b> (open & close time)		<b>Expected Attendance</b>	
<b>Facilities Requested</b>					
<b>H. Douglas Boyce Village Hall</b>					
Village Hall (\$25 per hour - \$75 min & \$250 max)		Audio/projector system		Tables/chairs	
Kitchen (\$25 per half day or \$50 per full day)		Microphone			
Bar (request policy)		Podium			
<b>Bible Hill Recreation Park fields</b>			<b>Airport Field Park fields</b>		
<b>1</b>	<b>2</b>	<b>3</b>	Multi-purpose field	<b>4</b>	<b>5</b> <b>6</b>
Baseball diamonds (\$15 per field per hour)					
Full day field rental (\$100 per day per field)					
Tournament prep, lines & bases (\$70 per day)					
Key sign out (\$25 mandatory refundable deposit)					
Garbage/damage deposit (\$100 mandatory refundable deposit per tournament)					
Week day field prep & lines (\$15 per field)					
<b>Setup/Other Comments:</b>					<b>Total cost</b>
<b>For Office Use Only</b>	Payment amount:				
	Payment type:				
	Receipt number:				
	Comments:				
	Copy provided to renter: Rental agreement			Bar Service Policy	
	Staff signature:			Date:	

**Terms & Conditions (H. Douglas Boyce Village Hall):**

1. **General:** The renter shall be responsible for their participants and guests and must enforce the terms and conditions to all. The renter shall be responsible for intentional damages of the facility and/or equipment (i.e. audio system, projector, kitchen) during the rental period and shall pay for necessary repairs. The facility exists next to an active fire station. The renter shall ensure that participants and guests do not park in such a way that impedes access to or movement of fire apparatus to and from the property. Renters must also be sure not to block emergency exits. Full payment of rental fees is required to confirm a booking, with \$50 of the full payment considered a non-refundable deposit. Capacity is limited to 160 persons for non-licensed events and 150 persons for licensed. If issues arise on the day of your event please call Robert, the hall caretaker, at (902)956-0854.
2. **Kitchen:** The kitchen may be booked for an extra flat rate of \$25 per half day and \$50 per whole day, on top of the hall rental fee. The commercial dishwasher and dishes may only be used by a registered caterer. If the event includes the serving of food to the general public, the renter shall ensure that:
  - a. Food is prepared in the facility is under the direct supervision of at least one individual in possession of a valid food hygiene certificate approved by the Province of Nova Scotia; or
  - b. Food is prepared by an approved kitchen (i.e. caterer in possession of a valid food hygiene certificate approved by the Province of Nova Scotia, restaurant, grocery store).
3. **Bar:** If the renter is requesting to serve liquor at the event, the renter must request bar service, review the 'Bar Service Policy', and once service is approved, complete a Nova Scotia Liquor License application and provide a copy of the approved license to the Village of Bible Hill as soon as possible, before the event. The provision of alcohol is restricted by the terms of the 'Bar Service Policy', with no exceptions. Application forms and the policy are available online or from the Village office.
4. **Clean-up:** Table and chair setup is the responsibility of the renter to be conducted during the rental period. Our hall caretaker will put away the tables and chairs. Basic cleanup of materials brought into the rental facility is the responsibility of the renter. **If extra time is required for setup or cleanup, this time must be booked by the renter in advance.** If the space is not reasonably tidied to the state in which the space was at the beginning of the rental, **the renter will be subject to a \$50 cleaning charge.**
5. **Insurance:** Renters are strongly encouraged to carry their own liability insurance at a level sufficient to cover potential risks associated with their event. Policy Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiry: \_\_\_\_\_.
6. **Other:** Large or potentially dangerous items such as inflatables and trampolines, fireworks, open fires, candles, or charcoal barbecues are not permitted. Use of combustibles including but not limited to tobacco, cannabis and e-cigarettes is restricted by the Nova Scotia Smoke-free Places Act. A copy of the Act is available from the Village office. Signage and/or decorations in shall not be placed at a height exceeding ten feet. Use of confetti, duct tape and helium balloons are not permitted. Signage is otherwise not permitted to be erected at a Village facility without the written permission of the Village. Renters must not use power bars in a way that would reasonably be expected to overload electrical outlets. Tables and chairs used must remain inside. Exterior doors are not to be propped open to ensure the air conditioning or heat can be used efficiently.
7. **Waiver:** By using the facility, the renter accepts its condition as satisfactory. The renter shall defend, indemnify and save harmless Village of Bible Hill, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the renter, its directors, officers, employees, volunteers, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this rental agreement contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the renter in accordance with this contract and shall survive this contract.

I, \_\_\_\_\_ (renter or agent with authority to bind the renter) have read, understand, and agree to all terms of this facility rental agreement between the renter and Village of Bible Hill:

\_\_\_\_\_  
Signed (renter)

\_\_\_\_\_  
Signed (Village of Bible Hill)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date