



Tidnish & Area Community Association

4358 Hwy 366, Tidnish N.S. B4H 3X9

HALL RENTAL AGREEMENT: Tidnish Community Centre

Please complete and return with payment (cash or cheque payable to TCCA) to:

Rod Gilroy [tidnishhallbooking@gmail.com] Phone: (902) 667-7201

Renter (name): _____ Member Non-Member

Organization: _____ Email: _____

Phone: (____) - ____ - _____ Postal Address: _____

Name of event: _____

Type of Event:

- For-profit public performance
- Public Corporate (promoting business)
- Small business/other for-profit public event (not performance event)
- Private, unadvertised (e.g., wedding, birthday, staff party)
- Registered Non-profit or charity

Indicate:

- Event is for TCCA members & invited guests only (1 member per 6 guests attending) or
- Event is open to the general public (1 member per 6 guests attending; **cannot be guaranteed**)

Date(s) of rental: _____

Start time: For setting up _____

Hours of Event: From _____ to _____

Closing time: After clean up _____

HALL RENTAL REQUIREMENTS:

- Entire facility required - no other users
- Ground floor
- Basement
- Sound equipment
- BAR Requires a Special Occasion License (Class ____); see Bar Rental Agreement.
- KITCHEN

FEES

Full or part day rental:	TCCA FEE	Payment
Corporate Event or For-profit Performance Event. Cleanup fee of \$75 required.	\$200 \$ 75	
Non-Member: Private Event (Not advertised; free admission - weddings, birthdays, staff parties) Cleanup fee of \$75 required.	\$100 \$ 75	
Small business or Other for-profit event (Members or Non-Members) –not a major performance event. Cleanup fee of \$75 required.	\$100 \$ 75	
TCCA Member private event (Not advertised; free admission - weddings, birthdays, staff parties)*	\$50	
Registered non-profit or charitable organization (applies to Members or Non-Members)*	\$50	
Bar Services. Does not apply to TCCA events unless otherwise negotiated. Applies to all SOL Licenses	\$50	
Cleanup Fee	\$75	
	TOTAL	

*May do own **cleanup** according to TCCA cleanup expectations or may choose to pay Cleanup fee.

Special arrangements, e.g. sharing ticket sales or special needs, may require Board approval:

I will:

- 1. Abide by the Tidnish Community Centre main floor capacity** for persons seated or unseated as determined by the Fire Department and posted at the Centre.
- 2. Be responsible for setting up for my event.** After the event I will return tables and chairs to their proper locations and will ensure any sound equipment used is returned to its original settings and turned off. If I have used dishes or coffee pots I will wash them and also wash counters & sinks.
- 3. Be responsible for CLEAN UP after my event.** I understand that if I have not met the **Cleanup Expectations** outlined below, I may be charged a Hall Cleanup fee of \$75.

CLEANUP EXPECTATIONS: Pick up & sort garbage, recycling & compost. If any bag is full, place in garbage boxes outside Hall (near sign board). Clean up spills. Sweep or dry mop floors. Wash, dry, and put away dishes and coffee pots. Wipe all tables, counters, sinks and any other areas used. Return equipment, tables and chairs to proper storage areas. Return sound equipment used to original setup positions and turn off.

- 4. **Receive a full refund of fees** if my event is cancelled eight or more days before the event. If cancellation occurs within seven or fewer days of my event 20% of fees will be withheld from my refund.
- 5. **Not use staples, nails or duct tape** on furniture or walls. If paints or markers are used tables will be covered. Tape and thumbtacks must be removed after my event. Tables and chairs are not to be dragged across the floor.

Moreover,

- 6. **If my event results in non-accidental, major damage to facilities**, furniture, or equipment then repair/s or replacement costs will be charged to me.
- 7. **If I have negotiated a proceeds splitting plan** I will submit these funds to TCCA immediately (or as otherwise negotiated).
- 8. **If I am using the TCCA Club Liquor License**, I understand that all persons attending my event must sign in at the door and that at least 1 TCCA member for every 6 non-member guests will attend. I must also hire the TCCA Bar Services for my event.
- 9. **If I need to apply for a Special Occasion Liquor License (SOL)**, I must have the required approvals available at the time of the event. I understand that profits from liquor sales go to the TCCA.
- 10. **If I hold a Class 1 Special Occasion Liquor License (SOL)**, TCCA liquor may not be used and the Bar will not be opened (unless I also hold a Class 4 SOL to run a cash bar which will permit opening of the Bar). If the Bar is not open, the Bar refrigerator is not available. Other refrigerators in the Hall may be used (basement level).

Signature of renter: _____

Name (please print): _____

Date _____

TCCA Signature: _____



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BAR RENTAL AGREEMENT: Tidnish Community Centre

Please check items below which apply:

- Eligible to use TCCA Club Liquor License – applies to private or public events for members and non-member guests – i.e. at least one member will be present for every six non-members present. All must sign in at the door. Posters must indicate that the event is for members and guests only.
- Must apply for a Special Occasion Liquor License (SOL) which may take up to ten days. Except for Class 1, TCCA Bar Service must be purchased (this service includes liquor purchasing and bartending).

Indicate the Class of Special Occasion Liquor License (SOL) to be used:

- Class 1: Liquor is being given away at a private event (e.g. a wedding, birthday, or staff party) which is not advertised. Admission fee not permitted.
- Class 3: Community fund raising event that is advertised and open to the public. Sign in not required. Liquor sales profit goes to the TCCA. Example: Musical or theatre event open to the general public.
- Class 4: Private event that is not advertised where there will be a cash bar (e.g. wedding party) Sign not required. Liquor sales profits go to the TCCA.
- Class 1 & Class 4 together:
Private event where some liquor is given away but there will also be a cash bar. Liquor sales profits go to the TCCA.

Note:

Renter needs to complete the application form for a Special Occasion Liquor License and have this signed by the TCCA Bar Manager. Renter is to include payment and to mail, or FAX, the application

Signature of renter: _____ **Date** _____

Name (please print): _____

TCCA Signature: _____