



Arts, Wellness and Heritage Community Site-PCSP Inc.
(AWHCS-PCSP)
3 RC Church Drive
Portugal Cove-St. Philip's NL A1M 0G5
Bookingsawh@gmail.com
709-727-4674
HST # 76780 1558 RT0001

OLD SCHOOL HOUSE - HALL RENTAL AGREEMENT

Between the AWHCS-PCSP Inc. and the Applicant(s)

Applicant Information:

Name (individual/organization) _____

Contact Name _____

Address _____ Postal Code _____

Phone # () _____

Purpose of rental _____

Number of people expected _____ (The hall has a limit of 100 people.)

Rental Date _____ Times _____
(Includes clean-up time)

Set Up Date and Time _____

Rental Fee \$ to be determined according to the use _____

Security Deposit \$ _____ (Liquor Events: Mandatory; Other Events: decision of AWHCS-PCSP)

Liquor Licenses are only needed if you are selling liquor and only Registered Charities and Not-For-Profits can do that. You should apply at least 3 weeks in advance. If you are bringing in liquor to an event that is not selling liquor then a licence is not needed.

Approval # _____ (if applicable)

To get a Liquor License go to this link: <https://nliquorcorp.com/images/doing-business/files/licensee/Special%20Event%20-%20Application%20Package%202023.pdf>

Any event where there is liquor being consumed must have appropriate insurance.

You can get that online here: <https://apps.ca.ics.duuo.ca/hosting/protections>

Name of Insurance Company _____ Policy # _____

A copy of the insurance is to be provided before the event. Received on_____.

LIST OF AREAS TO BE USED and SUPPLIES NEEDED

HALL ONLY _____ Stage _____

KITCHEN _____ Coffee and Tea service _____ Bringing in Prepared Food _____

Fridge _____ Stove(s) to heat food _____ Stove(s) to prepare food _____

We will need the following:

Large Plates _____ Small Plates _____ Soup Bowls _____ Coffee Cups _____ Glasses _____

Knives _____ Forks _____ Spoons _____

I/We have read and understand the rules and regulations attached as Schedule "A" COMMUNITY HALL RENTAL RULES AND REGULATIONS and Schedule "B" OLD SCHOOL HOUSE COMMUNITY HALL, and I/we agree to abide by them.

I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

Applicant Signature _____ Print Name _____

Date Approved by AWHCS-PCSP _____

AWHCS-PCSP Representative Signature _____ Print Name _____

\$ Rental Fee Paid _____ \$ Security Deposit Fee Paid _____ Receipt # _____
(if applicable)

RENTAL REQUIREMENTS AND PRICES

GENERAL RATES

TIME	RATE	COMMENTS
½ DAY	\$100	5 HOURS
FULL DAY	\$200	9 HOURS, 8 am to 5 pm
EVENING	\$75	4 HOURS
HOURLY	\$30	MIN 2 HOURS

INCLUDES set-up and tear down times. Note: if there is no rental before or after your event, then set-up is permitted before the above noted times.

DEPOSITS: A refundable deposit of \$200.00 is required for every rental. Deposits will be refunded once a check of the building is completed, and all terms of the rental agreement have been met.

EXTRAS	RATE	COMMENTS
USE OF KITCHEN FOR PREPARING OR WARMING FOOD, AND/OR KEEPING THINGS COLD	\$50	INCLUDES STOVES, ONE FRIDGE, COFFEE POTS, TOASTERS, AND KETTLES
USE OF WATER PITCHERS	\$1.00 each	
USE OF CUPS, SPOONS, & WATER GLASSES	25 - \$15 50 - \$30 75 - \$60 100 - \$80	INCLUDES SUGAR AND CREAMER DISHES
USE OF PLACE SETTINGS	25 - \$40 50 - \$80 75 - \$120 100 - \$160	INCLUDES CUTLERY, CUPS, LARGE AND SMALL PLATES, SOUP BOWLS, GLASSES, AND WATER PITCHERS
USE OF TABLECLOTHS	\$2.00 each	

CLEANING FEES: You can choose to clean the facility yourself or pre-pay the following cleaning fees.

Regular Use not including the use of kitchen	\$50.00	
Includes use of kitchen for preparing or warming food and use of one fridge	\$75.00	
Above plus		
Water Pitchers	8 - \$5 15 - \$10 over 15 - \$15	
Use of coffee cups for up to 25 people	\$100	Includes spoons, etc.
Use of coffee cups for up to 50 people	\$120	Includes spoons, etc.
Use of coffee cups for up to 75 people	\$140	Includes spoons, etc.
Use of coffee cups for up to 100 people	\$160	Includes spoons, etc.
Place settings for 25 people	\$150	Plates, cups, cutlery, bowls, etc.
Place settings for 50 people	\$200	Plates, cups, cutlery, bowls, etc.
Place settings for 75 people	\$275	Plates, cups, cutlery, bowls, etc.
Place settings for 100 people	\$200	Plates, cups, cutlery, bowls, etc.
Tablecloths	\$5 each	

Note: There is no automatic dishwasher.

ALL DISHES MUST BE WASHED BY HAND IN HOT SOAPY WATER and RINSED IN CLEAN WATER.

PROJECTOR AND SCREEN - \$25.00

SOUND SYSTEM - \$25.00

Schedule "A"

COMMUNITY HALL RENTAL RULES AND REGULATIONS

1. The Hall will be rented to adult persons only. The contact person(s) will be in attendance for the duration of the function.
2. The Applicant will be responsible for setting up the Hall.
3. The Applicant will clean the Hall at the conclusion of the event. The list of expected cleaning is posted at the Hall.
4. All garbage and recyclables are to be removed from the Hall by the applicant.
5. No unauthorized alcohol will be permitted in the Hall.
6. Consumption of alcohol may be permitted provided the user follows the regulations of the Newfoundland & Labrador Liquor Corporation (NLC). Copies of NLC permits are to be provided. The Permit must be posted in a conspicuous place in the Hall during the event. Insurance for any event involving alcohol must be purchased by the user and a copy of the insurance coverage shall be provided to the AWHCS-PCSP representative when the application is submitted.
7. Exit doors shall remain unblocked at all times.
8. No burning candles may be used.
9. Use of confetti inside and outside the Hall is prohibited.
10. The Lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean up) may result in an additional charge to the Lessee.
11. AWHCS-PCSP Inc accepts no responsibility for any items left in the Hall by the Lessee, organization members or function attendees.
12. It is understood that the Lessee shall indemnify and hold AWHCS-PCSP Inc harmless from and against all claims or demands with respect to the use of the Hall. AWHCS-PCSP Inc is not responsible for personal injury or damage, or for loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
13. Private functions are responsible for providing their own coffee, tea, etc.
14. No person shall smoke or vape within the Facility or within a 20-metre radius surrounding any entrance or exit of the Facility. It is the responsibility of the person(s) renting the hall to ensure compliance with this.
15. No unauthorized/unlicensed gaming is permitted in the Hall.

Schedule “B”

OLD SCHOOL HOUSE COMMUNITY HALL

Rules of Etiquette

This Community Hall is owned and operated by AWHCS-PCSP Inc and has been developed to ensure long-term enjoyment by all Township and area residents.

The Community Hall Rental Rules and Regulations apply to all individuals.

We ask that you please review this checklist following usage of the Community Hall to ensure all rules and regulations have been complied with. At the termination of the applicant’s use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

1. ☐ Floors have been swept.
2. ☐ Kitchen is clean, tidy, and in proper order.
3. ☐ Dishes, pots, coffee pots, and appliances are clean and returned to their original locations.
4. ☐ All running water has been shut off, including the washrooms.
5. ☐ All garbage and recyclables are picked up and removed from the Community Hall by users.
6. ☐ Tables and chairs (if used) must be cleaned, stacked, and returned to their original location.
7. ☐ Decorations have been removed without any mark or damage to the Community Hall.
8. ☐ Bathrooms are clean and in proper order.
9. ☐ All lights are shut off, including bathroom lights.
10. ☐ All fans have been shut off (if used).
11. ☐ All doors and windows have been closed and the Community Hall has been properly secured.
12. ☐ Heat turned down to 15 degrees Celsius and air conditioner (if applicable) turned off.
13. If the event is over and the Community Hall is being vacated prior to the scheduled time, please notify Bookingsawh@gmail.com /
14. ☐ Please clean and return all dish towels and tablecloths by the following day.