

# EDCC FACILITY RENTAL APPLICATION FORM

50 Caledonia Road  
Dartmouth, Nova Scotia, B2X 1K8  
Phone: 902-435-6211, FAX 902-435-1441  
E-mail: roombookings@edcc.ca

Organization Name (if applicable): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Business/Alternate: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

Additional Contact Name: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Business/Alternate: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of/type of event or use: \_\_\_\_\_  
Room Requested: (If unsure, please consult with staff for recommendations)  
\_\_\_\_\_

Facility Room	Day of Week	Time (start/end)	Fee (office use)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Is this an alcohol related event: Yes / No - If yes, please see staff to obtain information regarding procedures.

Please provide the estimated: Number of attendees: \_\_\_\_\_ Number of spectators: \_\_\_\_\_

Will spectators be charged? Yes / No \* If yes, list fee(s): \_\_\_\_\_

**\*EDCC reserves the right to adjust rental fees accordingly.**

**Please Note:** You are renting 'space' only. Equipment is not provided with your booking. Table and/or chair requirements *may* be arranged for upon contract confirmation. Auxiliary equipment (i.e. audio/video, staging, electrical, etc) can be rented. Please refer any inquiries to our Facility Director.

**NOT FOR PROFIT GROUPS ONLY:** I hereby certify the organization is for a not for profit. Proof of status must be provided at the time contract is signed. \_\_\_\_\_ Initial Group Name: \_\_\_\_\_

I ACKNOWLEDGE THAT THIS IS ONLY A REQUEST AND THAT NOTHING WILL BE CONFIRMED UNTIL ALL APPLICABLE FEES ARE PAID IN ADVANCE OF USAGE AND A CONTRACT IS SIGNED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Staff Receiving: \_\_\_\_\_ Date \_\_\_\_\_

# EDCC FACILITY AGREEMENT FORM - RENTALS CLIENTS

## Auxiliary Equipment / Services

(must be booked in advance)

- Television + VCR/DVD \$10.00
- PC Viewer \$30.00
- Overhead Projector \$10.00
- Sounds System \$20.00
- Projection Screen \$10.00
- Photo Copies B&W .15 per, Colour .40 per
  
- Electrical Service  
Varies Per Event
  
- Event Clean up per hour \$20.00
- Catering Services as per request
- Kitchen Rental EDCC Staff required at extra cost
- Local phone and internet as per request

### Special Event Planning

#### Extra Costs

- Floor Covering (required for Gym events non sporting)
- Staging - Band or Dj
- Dance Floor
- Liquor License (to be arranged for and by the EDCC) EDCC Liquor Staff required to Serve during the event at extra cost (if free) 15% Gratuity added to Liquor Services invoice Visa/MasterCard required for pre-approval. Security Staff maybe required at extra cost. *NSLC does not permit any alcoholic beverages beyond license area. Alcohol not purchased under the license issued by NSAG IS NOT PERMITTED !*
- Chair and Table set up
- PA System

***The EDCC reserves the right to cancel any facility rental either prior to or during such rental and/or order all persons out or off the premises do to operational concerns, emergency, or failure of the User to comply with the rental terms.***

***The EDCC is not responsible for any damages sustained by the User as a result of the cancellation. Please check items required ! Deposit Due at confirmation of Booking 25% \_\_\_\_\_ Balance Due 48 hours prior to your event.***

\_\_\_\_\_  
EDCC Management

\_\_\_\_\_  
Facility Rental Client

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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# EDCC FACILITY AGREEMENT FORM - RENTALS CLIENTS

All renters are responsible to have current insurance. It is the responsibility of the renter to provide a copy of their insurance to EDCC along with their application.

For insurance reasons, renters are not permitted to enter or be in the building without their appointed leader (s). Renters will not gain access into the building until their appropriate leader (s) arrives.

Overdue Accounts **will** result in loss of booking privileges immediately.

Renters are to enter and exit by the main doors only or the designated door by management.

Renters should only be in the building during their own time slot, not before or after. Pounding on doors or windows to gain entry is not permitted. The facility will be open ten minutes prior to allocated time for entry.

Any persons in the building associated with your group are the responsibility of the group leader (s). Groups/renters are financially responsible for **any** damage to rental space/ equipment or property.

**Renters are to be in the designated areas only.** The rest of the building is out of bounds. Yelling, foul language or loitering will not be tolerated!

Groups/businesses/community **are renting space only.** Sports equipment is the responsibility of the group. Proper indoor equipment (i.e. basketball, soccer, approved hockey sticks, etc.) must be used. **NO OUTDOOR equipment is to be used in the gym.**

**Food, pop, juice or coffee/tea is NOT PERMITTED in the gym** or locker rooms. Only water bottles for the participants are permitted.

**NO OUTDOOR FOOTWEAR OR HIGH HEALS ARE PERMITTED IN THE GYM.** Proper recreational indoor footwear is required. Shoes with cleats are **NEVER** to be worn in the building at any time.

**Any furniture (tables, chairs, etc.) set up for renters are to be put back where they found them by the renter before they leave the building. One hour rentals includes set-up /tear down of activities during rental time to put the items away; not the time of the group that is coming in after them.**

By signing this form, I understand that my organization/group must adhere to all the rules and regulations listed on this agreement. Failure to do so gives the EDCC permission to terminate my facility rental contract.

The EDCC reserves the right to adjust a current booking for a special event no more than twice per year. The EDCC will make every attempt to make acceptable arrangement with the effective client.

\_\_\_\_\_  
EDCC Management

\_\_\_\_\_  
Facility Rental Client

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Rental Fee \_\_\_\_\_

HST \_\_\_\_\_

Total \_\_\_\_\_

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