



Space Rental Procedure

These are the conditions which must be met before space is reserved for the Renter.

1. Bookings must be made through **bookings@thehmc.ca** email address.
 - a. This is the primary contact point for the bookings process. Do not attempt to make bookings by contacting other HMC emails.
 - b. If a phone number is needed please contact the HMC Bookings Representative **Ryan Gray (902) 499-8187**. Do not text or IM. Text messaging or IM will not be considered official correspondence.
2. The 20% deposit must be made in full either by electronic transfer or check and the completed rental contract must be completed and returned by the Renter to the HMC Representative **Ryan Gray** before a booking(s) are reserved and place in the HMC Booking Calendar.
3. Bookings will not be considered reserved until condition 2. is met.
4. The booking will be confirmed by the HMC Bookings Representative, **Ryan Gray**, 48 to 24 hours before the start time of the reserved booking.
5. Once a booking has been properly reserved the HMC commits to not taking other bookings that would cancel a previously reserved booking.

HMC Space Rental Contract:

A. THIS AGREEMENT SHALL BE MADE BETWEEN THE FOLLOWING PARTIES:

Halifax Music Co-op Ltd.
2164 Barrington St.
Halifax, Nova Scotia
B3K 2Y4

Representative: Ryan Gray, Administrative Officer
Contact Info: (902) 499-8187 / bookings@thehmc.ca

- AND -

Renter (Organization): _____

Address: _____

Key Contact: _____

Phone: (_____) - _____ - _____

Email: _____

B. Description of event(s) to be held in The HMC Space:

Specific hour(s) and day(s) to be rented:

C. Terms and Conditions of Rental:

The HMC Space (hereafter referred to as the, "Space") is an unfinished 40' x 60', three-story gymnasium with a 400 person capacity, including two washrooms. Usage of the Space is limited to the specific purposes of the Renter as expressly stated in Section B, and must conform and adhere to the following terms and conditions:

1. RENTAL, ACCESS, AND USAGE

- i. The agreed-upon rental fee will be \$30/hour.
- ii. Usage of the Space must be commensurate with the values and priorities of the Halifax Music Co-op and the Brunswick Street Mission. Any and all activities happening within or near the Space must be respectful and considerate of the needs and sensitivities of the immediate community. The Halifax Music Co-op reserves the right to evaluate the activities and purposes for which the Space will be used, and may deny access to groups with conflicting values and/or activities.
- iii. The Space is an all-ages, drug-and-alcohol-free zone. Illicit possession or consumption of any controlled substances in or near the Space will result in the immediate termination of this contract, the immediate forfeiture of the rental fee, and the immediate and permanent expulsion of the Renter from the Space.
- iv. Access to the Space is provided through two exterior doors at the back of the Brunswick St. Mission's building. Access to the Space is from Barrington st. This rental contract does not include access to, or use of, any equipment in the Space, access to other parts of the building, or parking privileges (unless otherwise negotiated).
- v. The Renter promises to undertake all its activities with due care for the premises and for the health and safety of all the persons it invites on the premises, including its staff and members of the general public who may attend events the Renter may stage. Accordingly, the Renter assumes all liability for loss, or damage to property or personal injury that may occur as a result of it or its invitees being on the premises. The Renter agrees to indemnify and hold harmless from all such losses, the Halifax Music Co-op and its agents and representatives, the owner of the land and building in which the Space is located, the Brunswick Street Mission, and the Metro Turning Point shelter.
- vi. The Renter is responsible for cleaning up the Space after its activities have ended (this must also be included in the rental period), as well as for returning the Space to its original condition. The Renter will be charged for any additional time required by the HMC staff to return the Space to its original condition at the end of a rental. In this case, the Renter will be charged at the original rental rate of \$30/hour. Any and all future rentals made by the Renter are subject to cancellation if the HMC staff is required to spend time returning the Space to its original condition.

Cleaning up means:

- Stacking chairs and folding tables
- Picking up any garbage and placing full garbage bags in the dumpster in the parking lot
- Sweeping the floor
- Cleaning the washrooms

Removing any gear or equipment that was brought in

As well, an HMC Representative will confirm the that space has been adequately returned to an acceptable state

vii. Any setup, takedown, or cleanup time must be included in the rental period (for example, if you need to access the Space at 3:30pm to set up for a 4:00pm event, your rental will begin at 3:30pm). The Halifax Music Co-op reserves the right to charge the Renter for any additional time and/or costs incurred in order to return the Space to its original state. If the Renter exceeds the period of the rental, the Renter will be charged for any additional time at the standard rate of \$30/hour.

viii. The Renter will ensure that one of its officials or authorized representatives is present in the Space at all times while the Space is being rented. Under no circumstances may the Space be left unoccupied or unsupervised by the Renter.

Renter Initial: _____

HMC Initial: _____

2. BOOKINGS AND CANCELLATIONS:

All bookings in the Space are subject to the following Booking and Cancellation policy:

a. The Renter will provide the Halifax Music Co-op with a conditionally refundable deposit upon signing this contract. The deposit will amount to 20% of the total rental fee. No booking(s) will be considered "booked" or, "reserved" on behalf of the Renter until this contract is signed by the Renter or one of its officials or authorized representatives and HMC Representative. This contract must be accompanied by the commensurate 20% deposit.

b. In the case of cancellations:

For single/one-time bookings, the Renter, or one of its officials or authorized representatives, must provide written notice (email is acceptable) of cancellation at least two weeks prior to the date of the rental in order to receive the deposit.

For bookings that involve more than one time slot, the Renter must provide written notice (email is acceptable) of cancellation at least four weeks prior to the date of the earliest rental in order to receive the deposit.

c. The Halifax Music Co-op reserves the right to monitor any booking and may shut-down any activities in process deemed to be in breach of this agreement or incommensurate with the values and priorities of the Halifax Music Co-op and the Brunswick Street Mission. In the event that a booking is shut down in process: (i) the Renter would forfeit any and all rental fees and/or deposits associated with the booking in question, (ii) the Renter would be required to stop its activities and vacate the premises immediately; (iii) the Renter would be responsible for ensuring that all guests or participants vacate the premises immediately, and for doing any cleanup required to return the Space to its original condition in a timely fashion.

d. The HMC and/or any of its representatives reserve the right to refuse or cancel bookings at any time without notice.

e. The 20% deposit is at all times conditionally refundable.

Renter Initial: _____

HMC Initial: _____

D. Acknowledgement and Acceptance of Terms:

I, _____, agree to the preceding rental terms and

conditions, (Section C parts 1-2 and the "Space Rental Procedure"). I understand that by signing this rental contract I am using the space of the Halifax Music Co-op at my own risk, and assume responsibility for any and all instances of loss, damage to property, or personal injury that may occur as a result of my activities in or near the Space.

Signed:

(Signature of Renter's Representative)

(Printed Name)

on behalf of

(Represented company/organization if applicable)

On this _____ day of _____, 20 _____
(Date) (Month) (Year)

- & -

Signed:

(Signature of HMC Representative)

(Printed Name)

on behalf of

Halifax Music Co-op Ltd.

On this _____ day of _____, 20 _____
(Date) (Month) (Year)