

Facility Rental Information

5 Ratchford Street, Amherst, Nova Scotia

Booking: 902.667.5700

Conference Room

The conference area can host meetings, training sessions, and conferences for up to 140 people. Audio/visual equipment includes a screen and projector, lights, and microphones.

The space can also be configured for theatre and entertainment. The 12' x 24' stage is fully accessible, and theatre-style seating can accommodate up to 175 people. Adjacent to the stage is a dressing room and private washrooms for performers. Professional sound and lighting equipment have simple controls that can be operated both by skilled technicians and new users.



Boardroom

A professional meeting space for up to 20 people, equipped with a large board table, comfortable chairs, two SmartBoards and free wi-fi.



Catering kitchens are available for the conference room and boardroom. Each is equipped with refrigeration space, dishes, glassware, and cutlery.



Rental Rates

	Daily	1/2 Day	Hourly
Conference Room	\$400	\$250	\$80
Boardroom	\$125	\$80	\$25

Evening and weekend events are subject to a \$20/hour surcharge to cover additional onsite staffing.

Conference Room Set-up Options

MEETING or BANQUET #1	MEETING or BANQUET #2	HORSESHOE
ROUND TABLE	THEATRE	CLASSROOM
PANEL	BOARD	CHOOSE YOUR OPTION
		<input type="checkbox"/> Meeting or Banquet 1 <input type="checkbox"/> Meeting or Banquet 2 <input type="checkbox"/> Horseshoe <input type="checkbox"/> Round Table <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Panel <input type="checkbox"/> Board

name of event _____ date of event _____

organization _____ start time _____ end time _____

contact person _____ e-mail _____

mailing address _____ town, province _____

telephone _____ postal code _____

☐ conference room ☐ boardroom ☐ networking hub

set-up requirements

Will you be serving liquor? Y / N

sound system? Y / N microphones? Y / N stage lighting? Y / N SmartBoard? Y / N LCD projector? Y / N

Rental Fee

	Daily	1/2 Day	Hourly
Conference Room - regular	____ x \$400	____ x \$250	____ x \$80
Boardroom - regular	____ x \$125	____ x \$80	____ x \$25
Conference Room - community rate	____ x \$240	____ x \$150	____ x \$48
Boardroom - community rate	____ x \$75	____ x \$48	____ x 15
Evening/weekend surcharge	____ x \$20		
Sound/lighting technician	____ x \$30		

Subtotal _____

HST (15%) _____

Total fees _____

☐ Cheque ☐ Debit/Credit

Make cheques payable to: Town of Amherst

Facility rental terms

1. The organization or individual renting the space ("the Renter") is required to provide qualified people to operate facility equipment. Technical support is available at an additional charge of \$30 per hour.
2. All audio, visual, and lighting equipment must be used properly. Any damage will be charged to the Renter.
3. Any outside equipment brought into the venue must be CSA/UL approved.
4. All sets, props, instruments, etc. must be removed from the building at the end of the rental period.
5. The Renter is responsible for all costs associated with catering services.
6. The Renter is responsible for obtaining all necessary permits to serve liquor. These permits must be posted during the event.
7. If liquor is to be served, the Renter is required to carry "Commercial General Liability" insurance in the amount of two million dollars (\$2,000,000) covering the Renters production and activities, and shall include a "Tenant Legal Liability" clause in an amount no less than five hundred thousand dollars (\$500,000). The Renter's insurance must name the Town of Amherst as an additional insured. The Town of Amherst does not provide liability coverage. A copy of the Certificate of Insurance must be attached to this agreement.
8. The Community Credit Union Business Innovation Centre management reserves the right to refuse any application or to shut down any event in progress that is deemed unsafe, or where proper permits cannot be produced.
9. The Renter shall indemnify and hold harmless the Town of Amherst and Community Credit Union Business Innovation Centre in relation to the use of the facility during the term of the rental agreement on the facility.
10. The "community rate" is applied to rental fees for approved eligible groups. Applications will not be considered from businesses, government or quasi-government organizations, organizations whose core operations are funded fully or in part by government, health boards or hospitals, school boards or schools, or organizations with political affiliations.

Renter

Signature _____ Print Name _____ Date _____