



Room Rental Application

Name:

Phone:

Email:

Organisation:

Rental date:

Start time (including set-up):

End time (including clean-up):

Please specify which room(s) you'd like to use (x):

<input type="checkbox"/>	Kitchen (Basement)
<input type="checkbox"/>	Boardroom (Large meeting room, main floor)
<input type="checkbox"/>	Coffee Room (Small meeting room, main floor)
<input type="checkbox"/>	Youth Room (Large children's room, second floor)

Please specify Event Type (x):

<input type="checkbox"/>	Meeting
<input type="checkbox"/>	Celebration
<input type="checkbox"/>	Holistic
<input type="checkbox"/>	Workshop/Training/Clinic
<input type="checkbox"/>	Community Meal
<input type="checkbox"/>	Other

Description of event	
----------------------	--

*All room costs are \$25/hourly or \$75/4 hours.

*There is a \$25 cancellation fee within 48 hours of your booking.

*E-transfers are sent to payment@veithhouse.ns.ca - all refunds are given as cheques

*If your booking is after-hours (outside of Monday-Thursday, 9 AM-4 PM, or on a holiday), there is a \$50 key deposit which is returned in cash upon key return. We'll need to arrange a date/time to arrange for the key to be received and to go through our security system during our open-hours, prior to your booking.

Do you require a key for after-hours bookings (x)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



Terms and Conditions

The Renter:

1. Will be held responsible for any damages to the building, including but not limited to, the physical space, equipment, decorations, or fixtures as a result of the reserving party's rental. This will also include not locking/ closing or securing the building after use on evenings or weekends;
2. Releases the Halifax Children's Protestant Foundation, Veith House, its respective officials, employees and related others from any claim for any loss, damage or injury or costs suffered by the reserving party, its agents, employees, participants, invitees and licensees or property belonging to any of them arising in connection with the reservation;
3. Agrees to indemnify the Halifax Children's Protestant Foundation and Veith House and hold them harmless for any damages, costs or losses which the Halifax Children's Protestant Foundation and/or Veith House may suffer or be found liable for as a result of the use of the Veith House property by the Renter unless caused by the willful act or gross negligence of an employee of the Halifax Children's Protestant Foundation or Veith House
4. Will be responsible for the room set up. (Please show understanding and co-operate with the departing occupants if the room is not totally ready due to close bookings);
5. Must not prop open any doors. Building security during the weekend and evenings while there is no front desk staff is crucial.
6. Must ensure all equipment i.e. tables and chairs are wiped down and returned to the designated storage space(s) when the event is concluded unless agreed in the booking agreement;
7. Must remove and dispose of all food and garbage created during the use of the space into receptacles provided. All catering must be taken away at conclusion of meeting;
8. Must clean and put away all dishes and wipe down kitchen completely including sinks, countertops;
9. Must confine its activities to the room booked and use only the tables and chairs in that space unless Veith House has agreed in advance to supply other resources;
10. Must provide proof of general liability insurance for space;
11. Must ensure respectful language and behavior while in or around Veith House;
12. Must, except when entering and leaving, stay in the space booked. Other programming (confidential) is in the building; and
13. Agrees to be responsible for the cost if the space requires cleaning or repair as a result of its event.

Note that Veith House:

1. Does not provide catering, coffee or tea as our resources are limited;
2. Does not permit use of alcohol, cannabis or tobacco in the building or on the property;
3. Does not permit use of candles or open fire of any kind in the building or on the property;
4. Is a busy hub and may have other activities going on during your booking in other parts of the building;
5. Does not permit subletting of your room booking; and
6. Does not provide parking for attendees of room bookings. Tickets will be issued.

Signing confirms that you agree to these terms.

Signature	
Date	