

Rental Regulations for Use of the Hubbards Barn and Community Park

Revised August 2009

- a) The daily rental fee provides for use of the facility for up to 12 hours within a defined 24-hour period. **Any time spent on-site by the Lessee beyond this 12-hour period will be considered extra, billed at the current hourly rate, and deducted from re-payment of the Lessee's deposit.** Use of the facility beyond a defined 24-hour period will require payment for an additional day's rental.
- b) Rentals requiring less than 8 hours will be charged at the hourly rate.
- c) Event hours will be defined in the rental agreement.
- d) Rental fees include on-site custodial services during all rented hours, as well as 2 hours of additional custodial time for facility cleaning. Custodians will maintain general supervision of the property, attend to the washrooms, garbage and recycling, and provide general assistance to the renter with respect to the use of the facility and grounds. **Custodians are required to enforce these regulations.**
- e) Building capacity:
 - a. 100 people for events with booths (e.g. trade show)
 - b. 215 persons if liquor is served
 - c. 350 persons for non-alcoholic events
- f) All consumption of alcoholic beverages is subject to Nova Scotia Liquor Licensing Act regulations. The Lessee is responsible for obtaining the appropriate liquor license. **A copy of the permit to serve alcoholic beverages during the event must be given to the HBA at least two weeks before the event and posted in the Barn during the event in accordance with the Act.**
 - a. Regardless of liquor licence, last call can be no later than 11:30 a.m. Liquor service must stop by 12:00 a.m. and the Barn must be vacated by 1:00 a.m.
 - b. The person responsible for the bar must ensure that all liquor is secured and put away immediately after liquor service ends.
 - c. Alcoholic beverages must be consumed inside the building or on the stone patio.
 - d. All liquor must be dispensed by a designated bartender(s), with the exception of wine placed on tables during dinner.
- g) Due to the Saturday morning Farmers' Market, the Lessee will not be allowed into the building until 1:30 pm for Saturday rentals.
- h) No Market vendor's equipment may be used, except where special arrangements are made directly with vendors.
- i) Market vendors' portable fixtures may be moved with the consent of the custodian, but items must not be damaged or placed outside, and they must be returned to their original location and condition. Any damage to or time required to put vendors'

fixtures back to original location and condition will be deducted from the damage deposit.

- j) Decorations, signs etc. may not be affixed with staples, nails, screws etc, except in the designated strapping. Plastic "push pins" are allowed. Custodians must approve decoration installations to ensure that the facility is not damaged.
- k) Open flames are not to be used. Candles enclosed in glass may be used on a limited basis but only if they are supervised. The custodian must approve the placement and use of candles and heat sources.
- l) **No smoking is allowed inside or within 15 feet outside of the building.** Designated smoking areas must be used. Butts must be deposited in the receptacles provided.
- m) Motor vehicles must park on gravelled parking areas only. The Hubbards Barn Association assumes no responsibility for vehicles left in the parking areas overnight. All vehicles must be removed from the parking area no later than 10am of the day following the event. For Friday night events, all vehicles must be removed by 7am, to avoid interference with the Saturday Farmers' Market. Vehicles left on-site beyond these times may be towed at the owner's expense.
- n) The Lessee is responsible for all damages to the Property during the rental period.
- o) All foods, dishes, and liquor must be cleaned up immediately following the event (no foods or dirty dishes are to be left in the Barn over night). All rental equipment, decorations, and any other items must be removed no later than 10am of the day following the rental. For Friday night events, all items must be removed immediately following the event, to avoid interference with the Saturday Farmers' Market. Unless special arrangements have been made with the Rentals Coordinator or custodian, the Lessee will be billed at the current hourly rate for extra time that the items remain on the property, and this amount will be deducted from re-payment of the lessee's deposit.
- p) The damage, custodial, and cleanup deposit will be applied to the cost incurred by the Hubbards Barn Association if the facility is left in such poor condition that the cleaning cannot be completed within the time allowed or if any damage has occurred. The Lessee remains responsible for additional costs for damage and clean up over and above the amount of those deposits.
- q) **As part of the property rental agreement, the Lessee must name two designated on-site contacts that will be responsible for the function.** A contact must meet with the custodian at the beginning of the function to review regulations, and must be available at the end of the event to work with the custodian to ensure that all required cleanup is suitably addressed.