



Admiralty House Communications Museum
365 Old Placentia Road
748-1124
admiraltyhouse@mountpearl.ca

Building & Grounds Rental Agreement

Admiralty House Communications Museum and Archives offers a meeting room and grounds for rent. The following stipulations apply:

- 1) Rental rates are as follows:
 - \$85.00 for 3 hour period in the Board Room
 - \$125.00 for a full day in the Board Room
 - \$200.00 for a three hour period of the Grounds
- 2) Payment must be made before the booked date. Any late payments will result in denied access to the facilities.
- 3) Bookings must be made at least three days in advance.
- 4) A cancellation fee of 50% the rental rate will be charged 24 hours or less before rental.
- 5) Renters who request invoices to make payments will be charged an additional 10% for overdue payments.
- 6) Accepted renters are at the discretion of the museum manager.
- 7) The maximum number of people permitted in the Board Room according to the Fire Prevention Act is 50. All fire and safety regulations must be obeyed.
- 8) There is no smoking or alcohol permitted on the premises (including Grounds).
- 9) The Admiralty House Staff on duty are the authority within the building.
- 10) The facility must be cleaned after use. Garbage bags, dish soap, and paper towels will be provided in the kitchen.
- 11) Rental hours include set up and clean up time. More than 30 minutes outside schedule time will incur additional costs. All functions, including clean up, are to be concluded by 11:00 pm.
- 12) The renter can request from the following set-ups:
 - Board Room Style – for 25 people or less
 - Theater Style – for 35 people or less
 - Cocktail Style – for 50 people or less
- 13) The museum is not responsible for any equipment left over night or lost/stolen items.
- 14) The following equipment can be made available for renters, but must be requested in advance:
 - TV with VCR/DVD combo
 - Projector and Screen
 - Coffee percolator, kettle and mugs
 - Wireless internet access
- 15) Any food, water, coffee, tea, sugar and milk are the responsibility of the renter. They will not be provided by the museum.
- 16) Opening and closing is to be performed by museum staff, no key will be issued to the Renter. If you need to close early, contact information will be provided upon acceptance of application. Never leave the building unattended.
- 17) The Renter is responsible for the conduct of his/her guests and is liable for damages caused.

- 18) During rentals, access to the Museum is to be monitored and controlled and the front door is to remain closed after regular business hours.
- 19) Food and refreshments must be consumed in the meeting room. Any damage or stains must be reported and the Renter is responsible for clean-up.
- 20) During use and occupation of the premises, the Renter will indemnify and save harmless Admiralty House Museum & Archives from and against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the said premises directly or indirectly as herein set forth, or by reason of or as a result of the actions of it or its servants, agents, employees or workman.

Full Name _____

Address _____

Phone Number _____ Email _____

Board Room

Grounds

Rental Date Requested: _____ Rental Time Requested: _____

Signature (declaration that you agree to the terms stated above)

_____ Date _____

Please choose Payment Process:

Cash

Credit/ Debit on Site

Cheque

Invoice

Invoice Address _____

For Admiralty House Communications Museum and Archives Office Use

Approved by _____ Date _____

Paid? _____