

Admiralty House Communications Museum
365 Old Placentia Road
Mount Pearl, NL
Telephone: 709-748-1124
Email: admiraltyhouse@mountpearl.ca

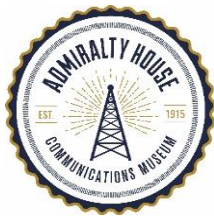
Building & Grounds Rental Agreement

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

- 1) Reservations are accepted on a first-come, first-serve basis no more than 2 years in advance.
- 2) The Rental Agreement Form must be completed and signed a minimum of 72 hours in advance of the event.
- 3) Payment must be made before the booked date. Any late payments will result in denied access to the facilities. Payment for the room rentals are accepted in cash and/or by cheque, Visa, MasterCard or American Express.
- 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) All applicable fire and building codes must be followed. The maximum number of people permitted in the Board Room according to the Fire Prevention Act is 50.
- 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:
 - a. Board Room Style – for 25 people or less
 - b. Theater Style – for 35 people or less
 - c. 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:
 - a. TV with VCR/DVD combo
 - b. Projector and Screen
 - c. Coffee percolator, kettle and mugs
 - d. 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.
- 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) 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.

I have read the above information and agree to abide by the Building & Grounds Rental Agreement for Admiralty House Communications Museum.

Signature of Renter: _____ **Date:** _____



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Name of Applicant: _____
Address: _____ **Postal Code:** _____ **Fax:** _____
Phone number(s): _____
Email: _____
Date(s) and Time Requested: _____

- Set-up Style Request:**
 Board Room Style (U – Shape) – for 25 people or less
 Theatre Style (chairs in a row) – for 35 people or less
 Classroom style (tables with chairs) – for 25 people of less
 Cocktail Style (no chairs) – for 50 people or less

Additional information and request:

Amenities

- Please indicate required amenities:
 Kitchenette including sink
 Microwave, Fridge, Coffee urns, kettle
 Large Screen TV with VCR/DVD player
 Wireless Internet
 LCD Projector and Screen

Rental notes

Each three hour rental is based on a half hour set up time, two hours for the function, and half hour cleanup time. Please note that there is limited free parking (28 spaces). Also, there are wheelchair accessible entrances and washrooms.

- Board Room Rental:**
 \$ 125.00 - Full Day (9:00am - 4:00pm) \$ 85.00 - Morning (9:00am - 12:00pm)
 \$ 85.00 - Afternoon (1:00pm - 4:00pm) \$ 85.00 - Evening (6:00pm - 9:00pm)
**Each additional hour is \$ 20.00.*

- Grounds Rental:**
 \$ 200.00 - Morning (9:00am - 12:00pm) \$ 200.00 - Afternoon (1:00pm - 4:00pm)

TOTAL DUE: _____

Signature of Applicant: _____ **Date:** _____

Office Use Only
 Reservation is hereby approved and confirmed of the space required and indicated above.
 Payment _____ has been received by Cash Cheque Credit
 Date: _____ Authorized Staff Signature: _____