



**St. Margaret Sailing Club Clubhouse Rental Agreement**  
**For Exclusive Use of the Main Clubhouse**

Between: St. Margaret Sailing Club (SMSC)  
5 Foxberry Hill  
Glen Haven, NS  
B3Z 2W2  
Phone - 902-823-1089

AND

Client names: \_\_\_\_\_

Address: \_\_\_\_\_

Post-event address, if different: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C)

Email: \_\_\_\_\_

Type of event: \_\_\_\_\_

Approximate Number of guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Areas to be used: Main Clubhouse and decks, exclusive use  
Garden and grounds (non-exclusive)

Caterer name, contact person and number: \_\_\_\_\_

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Band: yes / no DJ: yes / no Contact name, phone and email \_\_\_\_\_

Special Notes: \_\_\_\_\_ Date  
of event: \_\_\_\_\_ 2018.



Time: \_\_\_\_\_ to \_\_\_\_\_ (maximum 0900 to midnight on day of rental)

Rental of the SMSC main clubhouse for exclusive use by the client is subject to the following terms and conditions:

### **Rental Period**

1. The rental period for exclusive use of the SMSC Main Clubhouse is any contracted period between ----- and ----- of the specified rental date.
2. Early gratuitous access to the SMSC Clubhouse for purposes of set-up or activities such as rehearsals is not provided under this agreement although a minimum half-day or evening service package could be added for an additional charge.

### **Areas Available to the Client**

3. Client and guests have exclusive use of the main floor public rooms, verandah, kitchen, washrooms and cloakroom.
4. Client and guest access to the working area of the bar is prohibited under the SMSC liquor license.
5. Clients are not to use the mezzanine area (2<sup>nd</sup> floor of the club) as a 'public' space, but it is recommended as a DJ site, both acoustically and to allow greater freedom of main-floor set-up.
6. Access for client and guests to the main club basement and auxiliary building is not provided under this agreement as it is designated for club members only.
7. Client and guests are welcome to use, but do not have exclusive use of the clubhouse garden, and waterfront.
8. Use of breakwater surface is not provided under this rental agreement (the liquor license does not allow consumption of alcohol on the breakwater or wharves).
9. Access to the private floating marina walkways and boat slips is not provided under this agreement.



10. Boat access to SMSC provided to client and guests under this agreement.

moorings and docks is not

### **Equipment and Services Available to the Client**

11. Client (and client's caterer) has exclusive use of existing on-site dining and service tables and chairs, linens, kitchen and contents, BBQ and supplies, bartender(s).

### **Bar Services and Alcohol Consumption**

12. The SMSC bar is ordinarily staffed with one bartender for up to an 8 hour shift under the wedding agreement. Extra serving/bussing hours will be charged at \$20/hr per person for a minimum of a four-hour shift per person. Extra bartenders may be supplied at \$20/hr for any event other than a wedding agreement. Outline detailed bartender requirements below:

Bar available: \_\_\_\_\_ to \_\_\_\_\_.

Is a second bartender required? Yes / No. This is an SMSC decision based on attendance for the event for health and safety requirements as well as ensuring adequate serving time for all clients attending.

SMSC is a licensee under the Nova Scotia Alcohol and Gaming Authority and requires that all alcoholic beverages served on the premises be provided under the SMSC's liquor license. Clients are offered the option of having specific wine available from the Nova Scotia Liquor Commission supplied through the Club liquor license. A corkage fee of \$12.00 per 750 ml bottle, plus 15% HST, and 15% gratuity will be added to the retail price of the wine, in lieu of the normal SMSC margin. In the event that a specific beer is requested SMSC will add its normal margin plus HST to calculate the price per bottle that will be charged for guests.

Do you wish specific wines or other alcoholic beverages supplied? Yes / no

If 'yes', specify (must be available through NSLC): \_\_\_\_\_

13. Should the client require an open bar, a credit card will be required before service begins and a 15% gratuity will be added to the credit card charge.



14. As required by the regulations, SMSC is required to refuse bar and/or other client or guest is believed to be inebriated or underage. liquor licensing services to any client or guest if that

### **Musical Entertainment**

15. Musical entertainment provided by the client is subject to all applicable municipal HRM noise abatement by-laws and the Nova Scotia Liquor Licensing Regulations. SMSC reserves the right to monitor and adjust all sound levels, as required by the Liquor Licensing Regulations.
16. Any applicable SOCAN fee will be covered under the SMSC current contract.

### **Client Set-up and Decorations**

17. Any decoration of the SMSC clubhouse (interior and exterior), parking area and gardens, is subject to prior approval by SMSC. All approved decorations must be of non-flammable materials and may not be attached to walls or surfaces in a manner that may damage paint or finishes. Use of pins, thumb-tacks, nails or similar fasteners is specifically prohibited.
18. Any activity or decoration involving an open flame is prohibited, with the exception of those decorations or activities explicitly approved by SMSC, for example use of tea lights on the table and sparklers.

### **Client Clean-up**

19. Client is responsible for removing all food, decorations and personal belongings from the clubhouse and garden immediately after the rental event or first thing the next morning. Client caterers are required to return the kitchen to its 'as-supplied' condition, including washing of SMSC dishware, cutlery and glassware. Use of the SMSC dishwasher is allowed. Failure of the caterers to clean up may result in a supplemental cleaning charge to the renter.
20. The rental fee includes other post-rental clean-up by SMSC.

### **Fire Safety**



21. Fire exits, aisles, stairways and equipment cannot be blocked.

### No Smoking Areas

22. SMSC clubhouse is a non-smoking facility. Smoking is not permitted within the building, on the verandah, or within 20 feet of the veranda and decks.

### Client Liability for Damage

23. Client agrees to assume responsibility for any damage done to the property of the SMSC resulting from actions by their guests, catering staff and /or band.

### SMSC Waiver of Liability

24. Client agrees that SMSC will not be held liable for any injury to their guests, catering staff and/or band that may occur with their own personal or rented equipment.
25. Client agrees to hold harmless SMSC in the event of any loss or theft of personal or rental items from the clubhouse and /or property before, during or after the rental period.

### Financial Conditions

26. A security deposit of 50% of the rental fee is required at the time of signing of the rental agreement to secure the rental date for the client. **This amount is non-refundable.**
27. A non-refundable payment of the balance of the rental fee is required 30 days prior to the rental date.
28. Any subsequently incurred fees by SMSC on behalf of the renter are due prior to the date of the rental, payable by cash, debit card or credit card only and if not determinable in all cases then payment for the remaining balance can be made with a credit card on file.
29. The rental fee for the SMSC clubhouse for 2018 from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ is \$ \_\_\_\_\_ plus HST of 15% \_\_\_\_\_,

For a total of \$ \_\_\_\_\_.



For SMSC \_\_\_\_\_ Date \_\_\_\_\_

Client \_\_\_\_\_ Date \_\_\_\_\_

Receipt of deposit of 50% of fee: \$ \_\_\_\_\_ is acknowledged on \_\_\_\_\_  
by \_\_\_\_\_.

Balance due before event is:

Item	Amount Summer Season	Amount (Off-Season)
Balance of Rental Fee, plus 15% HST		
Supplemental Bar Hours @ \$20/hr, plus 15% HST		
Extra Bar Tender @ \$20/hr, plus 15% HST		
Cleaning Service post event \$150 Laundry Charge for Linens, if used, \$100		
<b>Balance Due Before Event</b>		

Receipt of balance \_\_\_\_\_ is acknowledged on \_\_\_\_\_ by \_\_\_\_\_