

Akoma Holdings Inc.

H. G. Bauld Centre Rental Request
 35 Wilfred Jackson Way, Dart. NS
 (Across from the Black Cultural Centre)

**Please complete the form below with the details of your facility rental request.
 We will respond to you within 2 business days.
 Facility available to rent between 8am and 12am (minimum of 2 hour rental)**

Contact Name		Organization	
Mailing Address			
Email		Telephone Number	
Requested Date of Rental		Event Type	
Number of People		Alcohol Being Served	
Start Time of Rental		End Time of Rental	
Number of Round Tables (Up to 12 round tables that seat 8 per table).		Number of Rectangle Tables (Up to 6 rectangle tables that seat 6 per table).	
Kitchen Use			

Insurance Rates

Number of People Attending Event	No Alcohol Event	Alcohol
1-50	\$3 per hour	\$12 per hour
51-100	\$4 per hour	\$20 per hour
102-200	\$6 per hour	\$30 per hour

Rental Rates

\$	Rental - Hourly (or any part of) - \$25.00
\$	Insurance - (All events at the Centre must be insured). Either provide a copy of your event insurance or see rates above for coverage under Akoma Holdings Insurer. Please note that the insurance fee above is based on the number of participants & days, alcohol or not.
\$	Damage deposit - (Events that are held past 9pm require a damage deposit of \$200 that will be returned after inspection of the premises) Rentals only permitted until 12am.
\$	Total Fee

Payment

A 50% non-refundable deposit of total cost (including damage deposit, if required) is to be paid at the time of booking. The remaining payment must be paid at least 1 month prior to the event. If your booking is within thirty (30) days, payment must be received in full. Please choose your method of payment below:

Visa / MasterCard/Debit		Expiry Date
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I hereby authorize Akoma Holdings Inc. to charge the rental fees set out in the Rental Agreement to my credit card. I also have read the Akoma Holdings Incorporated Rental Rules and will comply with them.

Date: _____

Signature: _____

Office Use Only	
Total Amount of Rental Required:	Deposit Amount Paid:
Copy of Alcohol Permit:	
Copy of Insurance Certificate:	

Notes:

Wifi access is available upon request.

Rental includes use of kitchen if required.

No Projection Screen Available. Please bring your own projector and screen!

If required, a copy of your alcohol permit must be submitted!

No tape is to be used.

Facility will be disarmed and unlocked remotely 15 minutes prior to rental time and locked and armed 15 minutes after the end of rental. Please ensure you exit the building to avoid the alarm being set-off. Any charges for false alarms will be billed to the renter or the damage deposit will be forfeited.

Contact Joanna Pugh (902) 478-3938 / Veronica Marsman (902) 497-7248

For any issues, or for access to the building.