

Akoma Holdings Inc.

H. G. Bauld Centre Rental Request
 35 Wilfred Jackson Way, Westphal. 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	

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) - \$30.00
\$	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

For any matters related to your rental, please contact:

Trianda Loppie
 Cell: 782-414-3634 Email: tloppie@akoma.ca

Veronica Marsman
 Cell: 902-497-7248 Email: vmarsman@akoma.ca

Payment

Cash/Cheque/Credit Card/Debit - A 50% non-refundable deposit of total cost (including damage deposit,) to be paid at the time of booking. The remaining payment must be paid at least thirty (30) days prior to the event. If your booking is within thirty (30) days, payment must be received in full. It is recognized that the need for cancellations can occur. In exceptional circumstances, a reservation can be rebooked for a later date or refunds can be negotiated. The decision of Akoma Holdings is final.

Invoiced Businesses - Payment is due on or by the due date noted on the invoice. Cancellations must be received in writing fourteen (14) days prior to the date of the rental and the credit will be applied to future invoices. If cancellation is less than 14 days, no credit will be given, and full payment is required.

Date: _____

Signature: _____

If payment is being made by Credit Card over the phone, please read and sign below:

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:

PLEASE NOTE THAT THERE ARE ONLY 80 CHAIRS AVAILABLE TO USE!

- If alcohol is present, we require a copy of your alcohol permit. This must be submitted prior to your rental, or the facility will not be open to you. You can obtain your liquor license at <https://beta.novascotia.ca/special-occasion-liquor-licence-class-1-2-and-3>
- Free wifi is available utilizing the Halifax Libraries Network.
- Rental includes use of kitchen.
- No Projection Screen available however the walls work well. Please bring your own projector and screen if you wish!
- If required, a copy of your alcohol permit must be submitted in advance of your rental!
- Only painters' tape is to be used on wall surfaces. Paint removed on the wall may result in your damage deposit being forfeited!
- Please ensure your garbage is put in the bins provided. If the bins are full, please bag your garbage and leave in the Centre and our cleaner will take it out following your event.
- The Centre 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.