



Kinney Place Rental Request
 18 Wilfred Jackson Way, Dart. NS
 (Across from the Bauld 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 8:30am and 4:30pm

Please note that there is to be no alcohol on the premises!

Contact Name		Organization	
Mailing Address			
Email		Telephone Number	
Requested Date of Rental		Number of People	
Start Time of Rental		End Time of Rental	

Art Studio – Will accommodate up to 15 people

Rental Rates

\$	Rental - Hourly (or any part of) - \$30.00 Minimum of 2-hour rental
\$	Insurance - (All events at Kinney Place must be insured). Either provide a copy of your event insurance or see rate above for coverage under Akoma Holdings Insurer.
\$	Total Fee

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 Terms and Checklist attached and will comply with them.

Date: _____ Signature: _____

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

Notes:

- Wifi is available under Halifax Public Libraries**
- No Projection Screen Available. Please bring your own projector and screen!**
- Only painters tape is to be used on wall surfaces.**
- Facility will be available 15 minutes prior to rental time.**

Rental Terms

A) Facility:

1. The premises must be in the condition that it was rented in. At the end of the rental period, the Rentee will conduct an inspection of the facility noting the condition of the premises utilizing the checklist below. The Rentee will promptly notify Akoma Holdings of any damage, or of any situation that may significantly interfere with the normal use of the space or to any furnishings supplied by Akoma.
2. The Rentee must use items (i.e. masking or painters tape) that will not remove the paint or cause damage to the premises when posting pictures on the walls. Damage incurred will result in a charge to have walls repaired or result in the inability to utilize the facility in the future.
3. Garbage must be disposed of in the appropriate recycling containers.
4. The Rentee will not make (or allow to be made) any noise or nuisance which, in the reasonable opinion of Akoma Holdings, disturbs the comfort or convenience of other renters/tenants.
5. The Rentee will not engage in any illegal trade or activity on or about the Property.
6. The Rentee agrees that no signs will be placed on or about the Property by the Rentee without the prior, express, and written consent of Akoma Holdings.
7. The hallways, passages and stairs of Kinney Place are to be used for no purpose other than going to and from the rental space and the Rentee will not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and other areas.
8. Rentees are to remove their personal belongings after their rental. If items are left at the facility, Akoma Holdings is not responsible for items that go missing.

B) Smoking:

1. The Rentee agrees and acknowledges that Kinney Place has been designated as a **smoke-free environment**. The Rentee, guests or visitors of the Rentee are not to smoke inside the building. Smoking is to be at least 15 feet from the entrance/exit doors. All materials used for smoking in this area, including cigarette butts and matches, are to be extinguished and disposed of in the appropriate containers.

C) Financial:

1. The Rentee will be charged an additional amount of \$25.00 for each **N.S.F. cheques** or cheques returned by the Rentee's financial institution.
2. Any **damage** will be billed to the Rentee.

D) **Permits/Insurance:**

1. The Rentee is hereby advised and understands that the Rentee is **not insured** by Akoma Holdings for either damage or loss, and Akoma Holdings assumes no liability for any such loss.
2. The Rentee is required to provide Akoma Holdings with a copy of **insurance coverage** for their event. The required form must be turned into the office prior to the event.

For any matters related to your rental, please contact:

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

Name: Cheyenne Jones
Cell: 902-471-0254
Email: cjones@akoma.ca

Kinney Place Rental Checklist

NOTE: Rental Space must be returned to its original condition.

	Area
1	Room tidy & surfaces clean
2	Major debris off floors
3	Doors and windows closed
4	No holes in walls
5	No tape on walls or ceiling
6	Tables & chairs put in place
7	Garbage put in proper recycling containers