

# THE MIRAMICHI EXHIBITION

P.O. BOX 422, 24 CHURCH STREET, MIRAMICHI EAST, N.B. E1N 3A8

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## “PAVILION” RENTAL FORM

*Please complete and return (retain a copy for your records)*

Name of Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

PURPOSE for renting hall: \_\_\_\_\_ DATE Required: \_\_\_\_\_

Number of People expected to attend event: \_\_\_\_\_

Time Guests expected to arrive: \_\_\_\_\_ Time Guests are expected to leave: \_\_\_\_\_

Rental Fee:     \$350.00 per day  
                  \$52.50 HST  
                  \$50.00 Damage Deposit (refunded if no damage has occurred)  
                  \$452.50 TOTAL

Is a BAR required?     YES   or   NO

If Yes, please note the following:

NO ALCOHOLIC BEVERAGES, including punch, are allowed to be brought onto the premises. The MAEA is a licensed premise and will operate a bar for the convenience of guests.

Do you plan to serve WINE?     YES   or   NO

If Yes, please note the following:

Wine must be purchased from the MAEA - and must be ordered and paid for, in full, 10 days prior to the event - for further information, please contact the Exhibition Office.

Will FOOD be served?     YES   or   NO

If yes, please indicate the following:

Menu Choice (as per attached schedule): \_\_\_\_\_ Dessert Choice: \_\_\_\_\_

Number of Persons at Head Table: \_\_\_\_\_ Meal served at what time: \_\_\_\_\_

The cost of the meal must be paid for, in full, not later than 10 days prior to the event.

Will there be a DANCE?     YES   or   NO

If Yes, please indicate the following:

Name of Band: \_\_\_\_\_ Phone # of Band representative: \_\_\_\_\_

Hours Band is to play: \_\_\_\_\_ Time Band will set up: \_\_\_\_\_

Will there be Decorations? YES or NO

If Yes, please indicate the following:

Name of Decorator: \_\_\_\_\_ Phone Number of Decorator: \_\_\_\_\_

Decorator will arrive at what time: \_\_\_\_\_ Florist will deliver at what time: \_\_\_\_\_

NOTE: To prevent damage to the facility, decorations cannot be applied to the walls or hung from the ceiling. All decorations must be free standing. All decorations must be removed immediately following the event. If decorations are not removed immediately following the event the damage deposit will be used against the cost of handling/storage of the decorations. Note conditions on reverse. Please check with the Exhibition Office to see what is acceptable.

NOTE: The hall is NOT considered rented until the rental fee has been received in full.

In consideration of the rental fees determined above, the MAEA agrees to rent the facilities as outlined herewith, on the above specified terms and conditions, but subject to the conditions on the reverse side of this form. Please read reverse side carefully and provide signature.

## Additional Terms & Conditions

1. The person, firm or organization renting the MAEA facilities agrees to indemnify and save harmless the MAEA from any manner of damages or claims, of whatsoever nature, arising as a consequence of the use of the MAEA facilities and property by the person, firm or organization. Persons, firms, or organizations renting the MAEA facilities and/or property should consider obtaining liability insurance coverage to protect themselves from liability. In some instances, the MAEA will insist on seeing a certificate of insurance prior to agreeing to rent any facilities or property.
2. Individuals, firms or organizations renting the MAEA facilities are reminded that a rental commences at 8:00 am on the desired day and ceases no later than 2:00 am the next day. If a person, firm or organization requires access to the MAEA facilities in excess of the hours noted (8:00 am to 2:00 am) a two-day rental fee would be required. Normal work hours are employed by the MAEA (ie. 8 am - Noon: 1 pm - 5 pm; 6 pm - closing).
3. Individuals, firms or organizations are reminded that they are responsible for the actions of their guests, invitees, or licensees while attending a function which they are staging or holding on MAEA property. This includes monitoring those entering the MAEA property and facilities; insuring compliance with the regulations contained in the New Brunswick Liquor Control Act; and, assisting in seeing that guests, invitees, or licensees depart the MAEA facilities or property in a timely manner upon conclusion of the event.
4. In some instances, the MAEA may insist that the firm, organization or individual renting the MAEA facilities or property hire uniformed security personnel in sufficient numbers, to be determined by the MAEA, to insure that the above-noted condition is complied with.
5. In any instance where the Damage Deposit of \$50 is not sufficient to cover damages, the person or organization renting the facility will be invoiced for the amount of damages which exceed the \$50.
6. Decorating Rules - please make special note of the following:
  - a) Only free standing decorations are to be used. Under no circumstances are decorations to be stapled, taped, tacked or otherwise affixed to any wall or ceiling in the hall;
  - b) Under no circumstances are decorations to be stapled or tacked to any tables;
  - c) All decorations must be removed immediately following the event. If the decorations are not removed at the end of the event, the damage deposit fee of \$50 will be forfeited and the individual, firm or organization renting the hall will be invoiced for any additional cost of handling and storing of such decorations;
  - d) No confetti (or confetti like substance) is allowed in the hall;
  - e) If the hall is not rented the day prior to a confirmed rental, the lessee and/or the agent of the lessee may have access to the hall for the purposes of decorating during normal work hours (8 am - 5 pm).

The Miramichi Exhibition can provide decorators - for further information, please contact the Exhibition Office.

7. Kitchen Rules - please make special note of the following:
- a) The kitchen and kitchen equipment within the Exhibition Pavilion facility is for the use of the MAEA's own caterer and outside caterer's will not be permitted use of these facilities and equipment.
  - b) In instances where there is no meal being served - the kitchen will remain locked and will not form part of the Dance Hall Rental agreement.
  - c) Under no circumstances, are food or beverages, of any type, allowed to be brought onto the premises of the Miramichi Exhibition by persons other than the MAEA's own caterer. For food items or beverages required, other than those listed on the attached menu - please contact the Exhibition Office for pricing and availability.

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Signature

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Date