

Albert County Historical Society & Museum

3940 Route 114

Hopewell Cape NB, E4H 3J8

Phone: (506) 734-2003

info@albertcountymuseum.com

www.albertcountymuseum.com

Hopewell Cape Community Hall Rental Policy (2023)

1. The Hopewell Cape Community Hall Rental Policy reflects the desire of the Albert County Historical Society to integrate public access by having the building and grounds open to community citizens as well as non-profit and corporate groups. The users may utilize the space for a reception, meeting, dinner, workshop or other special functions.
2. The use of the 1870 Hopewell Cape Community Hall is a privilege and should be considered as such by the users. Therefore, the Albert County Historical Society will determine which users and type of activities that will be permitted in the Community Hall or grounds and the Society's decision is final. The Albert County Museum Manager administers the rental schedule and therefore must approve all rental requests.
3. Any changes or additions to the interior or exterior of the Community Hall or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching or removing items from walls, windows, etc. are strictly prohibited without prior approval of the Albert County Museum Manager.
4. The Hopewell Cape Community Hall capacity is a MAXIMUM of 99 people for receptions, 99 people with chairs only, 80 with tables and chairs.
5. The following equipment is available for use at no additional charge with rentals that include kitchen use with outside catering service, and arrangement for use must be made prior to the event. Set-up of the Hall is included in rental fees if requested.
 - 8' wide portable screen
 - Public address system with microphone
 - Podium
 - Amplifier with speakers for ambient music
 - Tables
 - Wood chairs
 - General Kitchen Equipment
 - Coffee Percolator 80 cups
 - Plates, cups & saucers and dessert dishes
 - Cutlery
 - Water goblets
 - Wine glasses
 - Salt & pepper shakers
 - Bread baskets
 - Small flower bowls
 - Coffee & tea perks
 - Wireless Internet

6. The following equipment is available for use at an additional charge. Arrangement for use must be made prior to the event.
 - Digital projector (connects to your computer) - \$50
 - Tablecloths - \$50

7. Decorating of the Hall is permitted with the approval of the Albert County Museum Manager. The following guidelines are recommended:
 - Arrangements in advance for decorating the day prior to the wedding are advised.
 - Flower arrangements in containers may be used for decorating.
 - Ornaments may be hung from existing nails. It is strictly prohibited to add new nails.
 - Candles may be used provided that they are placed in suitable containers so as to not allow wax to drip or come into contact with tables or tablecloths.
 - The following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.

8. Fees:
 - Rental Category A
 - For functions where there is no food service or catering provided.
 - \$300.00 fee.
 - 50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.

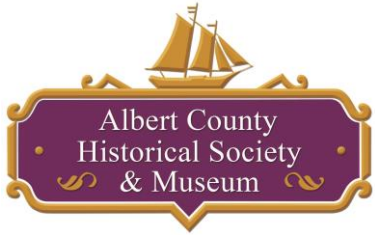
 - Rental Category B
 - For functions where catering is provided by an outside catering service.
 - \$650.00 fee.
 - 50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.

 - Rental Category C - Local and Non-Profit Group Rental
 - Placement in this category is to be approved by the Albert County Museum Manager as directed by the Albert County Historical Society.
 - \$60.00 Local Resident Rate
 - \$100.00 Non-Profit Rate
 - \$300.00 Non-Profit Rate includes coffee and tea service
 - 50% non-refundable deposit is required at time of booking. The balance is due on the date of the event.

9. Outside caterers may be used for functions provided they meet the following requirements:
 - Caterers shall ensure that there is at least one person present at all times where food is being prepared who holds a certificate confirming his or her successful completion of a food handling program. A copy of such a certificate(s) may be required by the Albert County Historical Society Inc. prior to approval for the rental.
 - Caterers must follow and comply with New Brunswick Regulation 2009-138 under the Public Health Act (O.C. 2009-457) as if they were the licensee of a Class 5 food premises.

The Albert County Historical Society Inc. reserves the right to observe any use of the kitchen and have a volunteer or staff member present.

10. The Albert County Historical Society does not provide alcohol services; however, renters are welcome to obtain the appropriate license from NB Liquor and arrangements for liquor service are to be reviewed as part of the rental agreement. **This is mandatory and is required one week prior to the rental date if liquor is being served.**
11. Renters must have liability insurance, either through their businesses or purchase for special events such as weddings or group functions. Proof of this insurance with “Albert County Historical Society & Museum” identified as additional insured. **This is mandatory and is required one week prior to the rental date.**
12. All cheques for rental must be made payable to the ‘Albert County Historical Society’ and can be mailed to the address above. Payment by cash, cheque, debit or credit card can be made in person at the Albert County Museum during regular hours. Payments through the website are also accepted on the “Donate” page.
13. All groups requesting the use of the Hopewell Cape Community Hall are required to sign the attached Rental Form.
14. There will be an Albert County Historical Society staff member in attendance at every event.
15. The user group is responsible for leaving the rental space in the original condition found. If cleaning is required after an event, the user will be charged a \$150.00 cleaning cost.
16. Smoking is strictly prohibited inside any of the Albert County Museum buildings. A designate smoking area will be identified in advance of the function. No alcoholic beverages are to be consumed outside of the area designated in the liquor license (if applicable) and event hosts will be notified by management.
17. The user agrees to accept all responsibility and liability for all damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person, persons or property of any person or persons at, on or in the Albert County Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.
18. The Albert County Historical Society, its Directors, staff, members, trustees, their heirs and successors according to law, individually or collectively, will not be responsible or liable, in any way or manner, for any damages, injuries, afflictions or conditions occurring on, in or to the Albert County Museum premises and / or to any person, persons or property of any person or persons at, on or in the Albert County Museum premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.



Albert County Historical Society & Museum

3940 Route 114
Hopewell Cape NB, E4H 3J8

Phone: (506) 734-2003
info@albertcountymuseum.com
www.albertcountymuseum.com

Hopewell Cape Community Hall Rental Form

Group Name: _____

Contact Name: _____

Contact Address: _____

_____ Postal Code: _____

Contact Phone: _____

Date of Event: _____

Type of Event: _____

Time of Event: _____

Rental Category: _____

Deposit Paid on Rental and Date Paid: _____

Other Details: _____

I certify that I have received, read and agree to the conditions and stipulations of the Hopewell Cape Community Hall Rental Policy.

Signed: _____

Dated this _____ day of _____, _____.

Accepted by Museum Management: _____