



Facility Rental Agreement

Corduroy Brook Enhancement Association
2 Conservation Pl.
Grand Falls-Windsor, NL A2B 0B7
(709) 489-3900
info@corduroybrook.com

Overview of Services

The Corduroy Brook Nature Centre offers event rentals for the purpose of generating additional funds for operating costs of the Nature Centre as well as upkeep of the Nature Trail. These funds help ensure our Nature Centre and Trail are available for all residents and visitors. Event rentals are available during regular business hours as well as evenings and weekends.

Point of Contact

Tiffany Hanhams
Media & Event Coordinator
(709) 489-3900
info@corduroybrook.com

Types of Rentals

For-Profit: *Rentals for the purpose of generating revenue*

Rentals on the basis of revenue opportunities are priced at fair market value in comparison to for-profit rental organizations, this is needed to:

- Avoid undermining taxable entities in the business of providing rental space
- Avoid using the charity's tax-exempt status as an undue benefit to a non-qualified donee

For Profit rentals are subject to approval by Corduroy Brook Management before the rental is confirmed.

Basic: *Rentals for the use of private functions, including but not limited to:*

- Weddings
- Anniversaries
- Conferences
- Birthdays
- Private parties

Not-for-Profit: Rentals for the use of free community presentations and activities, and use by charitable status groups.

For-Profit Rental Fees

Corduroy Brook Hall

- 4 hours (half day) - \$350.00
- 8 hours (full day) - \$500.00
- Hourly - \$150.00

Wetland Room

- 4 hours (half day) – \$300.00
- 8 hours (full day) - \$425.00
- Hourly - \$140.00

Basic Rental Fees

Corduroy Brook Hall

- 4 hours (half day) - \$250.00
- 8 hours (full day) - \$400.00
- Hourly - \$100.00

Wetland Room

- 4 hours (half day) - \$200.00
- 8 hours (full day) - \$325.00
- Hourly - \$90.00

Not-for-Profit Rental Fees

Corduroy Brook Hall

- 4 hours (half day) - \$200.00
- 8 Hours (full day) - \$325.00
- Hourly - \$75.00

Wetland Room

- 4 hours (half day) - \$150.00
- 8 hours (full day) - \$250.00
- Hourly - \$65.00

Inquiries and Viewings

- Please review all provided information before requesting a viewing of the facility.
- All viewings require an appointment. Appointments are to be arranged through the Event Coordinator at the contact information provided.
- Potential clients should provide tentative dates and approximate guests with each inquiry.
- Information concerning facility rentals cannot be accurately provided by other Corduroy Brook Nature Centre and Trail employees.

Timing

- Day rentals will begin no earlier than 9:00am
- Day rentals run until 5:00pm, rental times can be extended upon request and may be subject to an additional fee.
- Evening rentals run until 2:00am, with last call for bar service at 1:30am.
- Rental time and bar service will not extend beyond 2:00am under any circumstance.
- While there still may be guests in the building, Corduroy Brook staff will start final clean up and take down no later than 2:00am.
- Inside receptions and ceremonies are held in the same space. Clients must allow for at least 3 hours between end of ceremony (including on-site pictures) and beginning of reception for reception set up.
- Evening rentals are to begin no earlier than 6:00pm to allow for proper set up after daytime events. Earlier start times are permitted on an exceptional basis.
- Rentals with bar service that run until 2:00am, will have last call at 1:30am.
- Rental time will not be extended past 2:00am under any circumstance.

Corduroy Brook Hall

- Great for weddings, special events, conferences and more!
- Fully licensed hall with access to licensed patio
- Features a beautiful cathedral ceiling, with large windows overlooking the wetland
- Multiple seating options available, please discuss with Event Coordinator upon rental request
- Ambient lighting
- Hardwood flooring
- Tv use included

Maximum capacity when tables and chairs are being used - 62

Maximum capacity when using only chairs and standing - 134

Please keep in mind capacity maximums are based on fire regulations and must be adhered to. Clients should consider the floor space required for their specific event when deciding on a number of guests. Please include all hired professionals in your final numbers (DJ, photographer, etc.)

Wetland Room

- Great for birthday parties, workshops, meetings and more!
- Well lit and colorful
- Bathrooms available inside room
- Tv and Mini Fridge use included
- Whiteboard and accessories included

Maximum capacity when tables and chairs are being used – 44

Please keep in mind capacity maximums are based on fire regulations and must be adhered to. Clients should consider the floor space required for their specific event when deciding on a number of guests.

Wedding Rehearsals and Decorating

Rehearsals and decorating can take place the day prior to an event during regular business hours (9:00am-4:00pm) given no other events are taking place on that day. Rehearsals and decorating after hours will be subject to an hourly rate.

Equipment

All equipment from the Nature Centre will be set up and taken down by Corduroy Brook staff.

Equipment included in rental fee:

- 8 foot rectangle tables
- 6 foot rectangle tables
- 5 ½ foot round tables
- Up to 80 blue chairs
- 12 adjustable office chairs
- Extension cords/power bars
- Step Ladder
- Podium
- Wireless microphone and stand
- Wi-Fi Access
- Round Cocktail Tables

Equipment available for rental:

- Projector & screen - \$20.00
- Black or white table linens - \$5 per linen
- Black or white chair covers - \$1 per cover
- 2 Live edge bar height tables - \$20 per table
- Decorative Arch - \$60
- PA system, speakers, wireless microphone & stand - \$15
- Flipchart / white board & accessories - \$10

CBEA staff will launder and press linens before each use

Bar Service

- The Corduroy Brook Enhancement Association is the holder of the liquor licence. Alcohol is only permitted in licensed areas (Corduroy Brook hall and upper patio).
- Bar tending services are available at \$15 per hour.
- Beverage service can only be provided by Nature Centre staff and must be consumed on site.
- Drinking in public, which includes the grounds and parking lot, is prohibited and will not be tolerated. We reserve the right to terminate the event for non-compliance of this requirement.
- Absolutely no alcoholic beverages may be brought onto the premises from outside sources.
- Beverage charges (i.e bar tabs) are subject to 15% gratuity. This also applies to drink tickets.
- Bar prices are indicated on the bar menu (which can be provided).

- Products not listed on the bar menu can be supplied upon request. Please provide bar requests one week prior to event.
- Wine purchased by the Nature Centre to be used as complimentary from the host will be subject to a 50% mark up.
- We reserve the right to confiscate external alcohol brought onto the premises, and refuse entry to anyone who may attempt to bring external alcohol onto the premises. We reserve the right to close the bar if external alcohol is brought onto the premises or if patrons become unruly.

Catering

- Food and drinks are confined to the rooms booked by the client unless otherwise discussed prior to event.
- Corduroy Brook Nature Centre catering is available for simple catering such as lunch and snacks, information on what's available as well as a catering form will be provided upon request.
- Any and all third-party caterers must be first approved by the Corduroy Brook Nature Centre before being contracted to provide services on the premises.
- Outside food provided by the client does not fall under Corduroy Brook Enhancement Association's food establishment license. The CBEA is not responsible for any food served by the client.
- Clients requiring use of kitchen either for themselves or for a third-party caterer will be subject to a \$75 fee. This includes use of appliances such as dishwasher, stove, and coolers for purposes of storing prepared food, as well as use of counter space, cutlery, and dishware.
- Client/Caterer will be responsible for clean up of dishware and kitchen after use.

Event Set Up & Decorating

- Set up for events can be done during regular business hours, no earlier than the day before the event providing the room is available.
- Set up outside of regular business hours is subject to additional rental charges on a per hour basis.
- In the event our facility is booked for an event the day after your event, any decorations or personal items must be removed from site at the end of the event.

Decorators

- Corduroy Brook does not deal with any decorators exclusively, although all decorators should meet with the Event Coordinator prior to the event.
- Corduroy Brook is not responsible for any decorator's equipment or supplies.
- Confetti or glitter is not permitted inside or outside the building.
- Candles must be contained and are not permitted in the washrooms.
- Nothing can be affixed to the walls, floors, or ceilings unless otherwise indicated.
- All decorations must be taken down by the agreed upon day and time by the decorator or someone assigned by the client. Failure to remove items may result in additional fee.

Rules and Regulations

- Corduroy Brook Enhancement Association (CBEA) is not responsible for injury incurred during the use of our facility or equipment.
- The convener of the event will be held liable for the cost of repairs to the property resulting from damages incurred during the event and caused by the host or their guests.
- The CBEA is not held responsible for items left on our property.
- The areas rented must be left in the condition in which they were received. The CBEA reserves the right to charge the client a fee if the facility and equipment are not left reasonably clean or orderly.
- The entire building, including the deck, is non-smoking. The CBEA requests observation of this regulation and will strictly enforce it. Smoking is only allowed in the designated areas outside the building where proper receptacles are provided. It is the responsibility of the client to inform guests of this policy.
- All exits and exit signs must be kept clear of obstructions to comply with fire regulations.
- Corduroy Brook Nature Centre is wheelchair accessible with handicap parking.
- Absolutely no fireworks, sparklers, or Chinese/wish lanterns are allowed anywhere on CBEA property.
- The CBEA is not responsible for outside cakes.
- The CBEA is not responsible for any loss or damage of items brought into the facility nor for parking lot security.
- The facilities mentioned in this document are open to rent by the public subject to reasonable limits, CBEA reserves the right to refuse rental of its facility if deemed necessary.

Booking our Facility

A tentative booking can be requested for an available date by providing the date and approximate number of guests. In the event someone else shows interest in the same date tentatively scheduled, the client holding the tentative date will be contacted and given 48 hours to confirm event. A booking is confirmed by paying the required deposit.

Booking Confirmation

- A deposit of 25% of the room rental fee is required.
- A deposit receipt will be provided, and deposit will be reflected on final invoice.
- Walk Through
 - A walk-through with the Event Coordinator should take place prior to the event.
 - All arrangements for the event, including set up, floor plans and technical needs will be agreed upon a minimum of one week before the date of the event.
- Dates may be adjusted at any time given the availability of the facility.
- Final number of guests must be confirmed not less than three (3) business days prior to the event.

Cancellation Policy

- If the event is cancelled less than thirty (30) days of the event date, the 25% deposit becomes non-refundable.
- If the event is cancelled within five (5) days of the event date, 50% of the basic rental fee is required.
- Cancellations due to inclement weather – the Event Coordinator and you, the host, will come to a decision whether to open the building and continue with your event. If the event is cancelled, you may reschedule with the next available date.

Final Invoice

- The remainder (minus 25% deposit) of the rental fee plus any add-ons is due within 30 days of the final invoice date. Final invoice will be issued within five (5) business days of your event. If paying via cheque, additional time will be given to allow for postal service delays. Mail must be dated within time allotted.
- Any account in arrears after 30 days, will be subject to 2% interest charge.
- We accept cash, cheque, Visa, Mastercard, and Debit. In special circumstances, e-transfer will be accepted. Receipts can be mailed or emailed, depending on your preference.

Regulations and fees are subject to change

I have read the Corduroy Brook Facility Rental Agreement and I am aware that I am responsible for informing my guests of all stipulations, policies, rules and regulations and I agree to the terms and conditions stated within.

Client Signature: _____ **Date:** _____
CBEA Representative: _____ **Date:** _____