



Centre régional K.-C.-Irving/K.C. Irving Regional Centre

850, Ste Anne • Bathurst, N.-B. E2A 6X2

Tel./Tél.: (506) 549-3333 • Fax/Télécopieur: (506) 548-0406

Contract - Rental of Paul Ouellette Room

The K.C. Irving Regional Centre reserves the right to refuse rental of the Paul Ouellette Room, depending upon the availability and intended use of the room.

A 50 % non-refundable security deposit is required to confirm a booking, and will be deducted from the final cost of the rental.

A meeting with the Facility Manager shall follow within the two (2) weeks of the initial booking date of the event. You can reach the Facility Manager at 506-548-0405.

All food services may be provided by the K. C. Irving Regional Centre or by any outside licensed caterer - **proof of license and insurance must be provided to the K. C. Irving Regional Centre upon rental of the room. Caterer must remain on site for the duration of his/her service. Caterers are responsible for food preparation and food storage, as set out in the guidelines by the Department of Health and Services.**

The K.C. Irving Regional Centre retains the license and responsibility for alcohol and therefore will be the only provider of alcohol in the Center.

Any and all damages incurred during the rental period are the responsibility (in full) of the renter.

The K.C. Irving Regional Centre is not liable or responsible for any incidents / problems that may arise from a rental, catered or otherwise.

Renters are not permitted to hang anything or place anything on the walls in the Paul Ouellette Room.

I have read and do understand the above Terms and Conditions of the Paul Ouellette Room Rental Agreement, as well as the following rates:

Company/Organization/Renter: _____ Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____ E-Mail: _____

Event Name: _____

Date & time of event: _____ **from:** _____ am _____ pm **to:** _____ am _____ pm

Date & time of Set-up: _____ **from:** _____ am _____ pm **to:** _____ am _____ pm

Requirements: _____

To be filled-out at meeting with General Manager:

Additional Services Requested: _____

Total: \$ _____ Deposit: \$ _____ (50% of Room Rental + HST)

Signature of Renter: _____ Date: _____

Signature of K.C. Irving Regional Centre Representative: _____

For all bookings please call (506) 548-0410.

K. C. Irving Regional Centre

Requirements – Paul Ouellette Room

The maximum number of people allowed in the Paul Ouellette Room at any one time is as follows:

* Set-up of the room to be discussed at initial meeting.

Full Room	Non-fixed chairs only	720	Chairs and tables (dancing)	360
	Chairs and tables only (meeting, seminar, ect.)	525	Chairs and tables only (meeting, seminar, ect. with food services)	450
	Standing	720		
Room A	Chairs and tables (dancing) (meeting, seminar, ect. with food services)	150	Chairs and tables only	200
	Non-fixed chairs only	480		
Room B	Chairs & tables	45	Non-fixed chairs only	75
Room C	Chairs & tables	20	Non-fixed chairs only	40
Room B & C			Non-fixed chairs only	140

Rental rates are as follows:

<input type="checkbox"/>	Full room rental, full-day	\$650.00 + HST
<input type="checkbox"/>	Full room, half-day	\$325.00 + HST
<input type="checkbox"/>	Room A, full-day	\$400.00 + HST
<input type="checkbox"/>	Room A, half-day	\$200.00 + HST
<input type="checkbox"/>	Rooms B or C, full-day	\$100.00 + HST
<input type="checkbox"/>	Rooms B or C, half-day	\$60.00 + HST

* One half day (1/2) shall consist less than four (4) consecutive hours.

Additional services are also available to renters of the Paul Ouellette Room, at the following rates (**all rates are subject to HST**):

Use of kitchen - \$1.50 / serving which includes:

- warming oven
- walk-in cooler
- stove
- dishwasher
- cleaning and soap supplies
- ice

Use of equipment:

- TV / VCR - \$15.00 / day
- screen - \$4.00 / day
- flip chart with paper and markers - \$5.00 / day
- projector for laptop computer presentation - \$50.00 / day
- lapel or cordless microphone - \$30.00 / day
- table cloths only - \$5.00
- table cloths with skirting - \$7.00
- podium – no charge