



Charlottetown Harbour Authority Inc.
Facilities Rental Application/Agreement

Event Information:

Renter's Name/Organization: _____

Address: _____

Name of person in charge of event: _____

Phone: _____ Cell#: _____

Space Requested _____ Projected Attendance: _____

Function (Meeting, Trade Show, etc.): _____

Event Requirements:

Date of Event: _____

Time of Event: _____ Time Event Ends: _____

Set up Requirements/Requests:

Alcohol:

Is Alcohol being served: (____) YES (____) NO

All catering and any liquor to be served must be arranged and served through outside caterers and suppliers, including any permits and licenses.

Rental Rate:

\$1800.00 per half day plus HST ()

\$2500.00 per day plus HST ()

Other ()

Janitorial Options:

A Cleaning fee off \$200.00 for Harbour Authority to clean floors and remove bagged garbage at the end of the event or; ()

Renter will clean the space to the original cleanliness as it was upon renting, removing all garbage and placing in dumpster provided on site. ()
(Any cleaning required by CHAI will be billed back to the organizer)

Deposit:

A deposit of \$200.00 is required at the time of booking, which is non-refundable in the event of cancellation, except as herein provided. The deposit should be submitted along with a completed copy of this agreement.

*** Please note that rental fee does not include HST (15%), which should be added at the time of payment.

Waiver of Liability:

I hereby waive and release the Charlottetown Harbour Authority Inc. (CHAI), its agents, representatives and staff from any claims, actions or damage that may occur as a result of my event being held in the rented space as noted and located at 6 Prince Street, Charlottetown.

I _____
Have read the Rental Agreement/Application and agree to the terms and conditions attached hereto. I have the authority to sign on behalf of the legally bind

Name of Organization/Group/Person(s)

Signed: _____ Dated: _____