



SYDNEY PORTS Corporation Inc.

PO Box 327,
Sydney,
Nova Scotia,
Canada,
B1P 6H2

JOAN HARRISS CRUISE PAVILION Facility Rental Guidelines & Event Terms & Conditions

(Updated April, 2011 Form #F-2)

Facility Policies

The Sydney Ports Corporation reserves the rights as the landlord, to manage and lease the property in a way that best serves the Sydney Ports Corporation. This may result in clients sharing the property for the use of different rental spaces.

The base rental charge includes tables, chairs, microphone & podium and one building superintendent on site during the event. It does **Not** include Equipment, Security or Additional Labour that may be required to customize your event.

This document is intended to include the specific details for your event and once signed off, the staff of the Sydney Ports Corporation will not be required to move furniture or fixtures, or deviate from the plan during the event unless negotiated with the Facility Supervisor in advance of the event.

The Client agrees that if applicable, they are to have their caterer and/or decorator sign a separate Memorandum of Understandings (enclosed) at least one week in advance of the event. If there is a dinner where complimentary wine is being served, then the Client is responsible for notifying the Sydney Ports Corporation and the obtaining a letter of approval and picking up and paying for the special liquor license from the Alcohol and Gaming Commission prior to the event. The maximum number of bottles is two per table (according to # setup for dinner). **NO HOMEMADE WINE IS PERMITTED.** The special occasion license MUST be given to our staff bartender before ANY wine can be served, and must be displayed on the bar for that time period. The receipt needs to be attached to the liquor permit and shown to the Port staff upon delivery of the wine. Also, homemade wine is not to be given away as gifts, etc. Bar tickets CAN BE arranged for, but must be done so at least one week in advance of the event with 15% gratuity added. Tickets can also be purchased from the Bar the night of the event, again with a 15% gratuity added.

If the event is held during the cruise season (April-October) then the start time must be **after 4:00 PM**. This includes wedding ceremonies, dinners, etc. Decorating can take place from 8:00 AM onwards on the day of the event, but no portion of the event should be scheduled to begin before 4:00 PM.

Client agrees to have rental **Paid In Full** within one week of event. The Sydney Marine Terminal (Joan Harriss Cruise Pavilion) is a Non Smoking Facility.

Insurance: Effective March 24th, 2011, all event clients are required to have **Single Event Insurance** coverage, which must be acquired and a copy provided to the Facility Supervisor in advance of the event. The Sydney Ports Corporation recommends this insurance can be arranged with McCoy Insurance but the decision on where to obtain the insurance is at the discretion of the client.

**JOAN HARRISS CRUISE PAVILION
74 ESPLANDE, SYDNEY NS, B1P 1A1**

Clients Contact Information

Name _____
Address: _____
Phone no: _____
Email: _____
Date of Booking: _____
Nature of Event: _____

Rental Options

Time Of Event: Held here _____ Yes _____ No _____
If a Wedding, Is the ceremony: Held here _____ Yes _____ No _____ Time: _____
If a Dinner, is it : Held here _____ Yes _____ No _____ Time: _____
If a Reception/Dance. Is it: Held here _____ Yes _____ No _____ Time: _____
Head Table Requested: _____
Facility Space Requested: _____
Total Number Of Guests Expected: _____ Expected Arrival Time Of Guests: _____

Catering (if applicable)

Name Of Caterer _____ Time Caterer Will Arrive _____
Using Kitchen Facilities: Yes _____ NO _____

The caterer is responsible for any clean up, and the removal of any garbage that they have used throughout their catering services on our site. As well as the replacement of any lost or stolen articles.

Decorator (if applicable)

Name Of Decorator: _____ Phone: _____
Time Of Arrival: _____

Decorators are responsible to teardown all decorations, immediately following the event. We also ask that, the decorator not use tacks, or tape on any painted surface and/or any furniture that is rented to the client. Failure to comply, may result in the client not having their deposit re-unburised.

Bar Requirements (if applicable)

Upper Atrium Bar: Open _____ Close _____

Lower Atrium Bar: Open _____ Close _____

Wine Service on Dinner Table: _____

BAR OPERATIONS

If relevant and operating, it is standard that the Bar closes at 1:00am. There is no last call in our facility.

If the client wishes to pre-purchase any drink tickets, then he/she must do so at least one week prior to the event. You can do so by contacting Ardith Filmore @ 564-0800. Tickets can also be purchased from the bar during your event, BUT MUST BE ACKNOWLEDGED TO THE FACILITY STAFF IN ADVANCE OF YOUR EVENT. All tickets that are purchased, whether in advance or from the bar, are subject to a 15% gratuity on top of the tickets price.

The client is responsible for obtaining Proper Permits from Alcohol & Gaming Commision. Without this permit being on the premises, we cannot allow wine to be serve throughout your event.

Please Note

The Joan Harriss Cruise Pavilion is not set up for debit or credit card transactions. The facility does have a bank machine. Arrangements can be made for the client to run a bar tab to be paid for at the end of the night.

DEPOSIT

In order to secure the date for the client, a non-refundable deposit of \$300.00 (*three hundred dollars*) is required upon confirmation of the booking. This amount will be deducted from the final billing.

BUILDING TERMS AND CONDITIONS

Security and Parking guards are MANDATORY for all events that exceed 100 persons. The Sydney Ports Corporation will handle the arrangements for this service and will define the number of guards that are necessary to ensure the safety and security of our client, their guests and the Sydney Ports Corporation.

Client agrees to have rental **Paid In Full** within one week of the event.

Building Terms & Conditions Continued

The Sydney Marine Terminal (Joan Harriss Cruise Pavilion) is a Non Smoking Facility.

Access to areas other than those specified in the final addendum will be denied.

Furniture and fixtures beyond what is itemized in the final addendum will not be included.

The client acknowledges they are to have caterer and decorator sign separate Memorandum of Understandings (MOU) provided by Sydney Ports Corporation, at least one week in advance of the event.

Rental Rates

Event Contact Name & Information	
Date	
Time	
SOCAN (Mandatory Fee collected for some Events) Fee Dependent on nature of event	
<p style="text-align: center;"><u>Rental Description</u></p> <p>1) Space</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upper/Lower Atrium <input type="checkbox"/> Main Hall (1/2) <input type="checkbox"/> Green Room <input type="checkbox"/> Kavanagh Room <p>2) Other requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mic/podium <input type="checkbox"/> Screen (5' x7) <input type="checkbox"/> Security Parking Service 	
Rental Charges Less Deposit Charged HST Total	

Prices are subject to change if client requirements change
 The Sydney Ports Corporation accepts cash/cheque payments only
 Client agrees to have rental **Paid In Full** within one week of the event.

The Joan Harriss Cruise Pavilion is not set up for debit or credit card transactions.
The facility does have a bank machine.

SOCAN REQUIREMENTS

SOCAN is an organization that administers in Canada the performing rights of virtually the world's entire repertoire of copyright-protected music. We distribute the fees collected as royalties to our members and affiliated performing rights organizations (PROs) worldwide. We ensure that music creators and publishers get paid for the public performance of their music in Canada. We do this by collecting license fees from individuals, businesses and organizations that play music in public, broadcast it, or communicate it by telecommunication. We do what's right for music.

- *Tariff 4* (live performance) is calculated at 3% (popular) (1.56% classical) of gross ticket sales, exclusive of taxes, with a minimum fee of \$20.00. Where there is no admission, the calculation is 3% (popular) (1.56% classical) of fees paid to performers with a minimum fee of \$20.00. This rate is based on the last approved tariff dated June 16, 2001.

For more information, please call 1-866-307-6226 or go to www.socan.ca.

Signature (Client) _____

Name of Band _____

Contact Name _____

Phone _____

Signature from the Client indicates their understanding and acceptance for the Sydney Ports Corporation to acknowledge to SOCAN of this event date, the organizer and the contact information, in order to initiate the process for SOCAN to collect the licensing fee from the above mentioned client.

For Office Use – Socan Remittance

Tariff 8

Of Guests _____ With Dancing _____ Without Dancing

(To be completed by Facility Event Coordinator and then submitted to Accounting)

Total Amount Payable to SOCAN: \$ _____

Fee Identified by: _____

Confirming Remittance by: _____

Signatures to Indicate Agreement

I, (Client), agree to the details of this agreement with the Sydney Ports Corporation on this ____ day of _____, 2010.

Signature (_____)

Client

Signature (_____)

Bernadette MacNeil, Sydney Ports Corporation