



## Albert County Historical Society Inc.

3940 Route 114

Hopewell Cape NB E4H 3J8

Phone: (506) 734-2003 Fax: (506) 734-3291

albertcountymuseum@nb.aibn.com

www.albertcountymuseum.com

# Albert County Court House Rental Policy

1. The Albert County Court House Rental Policy reflects the desire of the Albert County Historical Society Inc. 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 rental space for a wedding, religious service, meeting, workshop or special function.
2. The use of the Albert County Court House is a privilege and should be considered as such by the users. Therefore, the Albert County Historical Society Inc. will determine which users and type of activities will be permitted in the Court House or grounds and the Society's decision is final. The Albert County Museum Manager/Curator administers the rental schedule and therefore must approve all rental requests.
3. Any changes or additions to the interior or exterior of the Court House or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching or removing items from walls, benches, windows, etc. are strictly prohibited without prior approval of the Museum Manager/Curator.
4. The Albert County Court House capacity at one time is a MAXIMUM of 150 people.
5. Fees:
  - Wedding Package - \$500.00 package fee o \$250.00 (or 50% of rental fee) non-refundable deposit is required at time of booking. The balance is due on the date of the event.
    - o Includes Ceremony time, 2 hours for Rehearsal, 2 hours for Photography and access for wedding guests to visit the other Museum buildings during photography time after the Ceremony.
    - o Confetti, rice, bubbles or any other similar substance is NOT permitted inside the building. Only bubbles are permitted outside.
    - o The Court House must be decorated at the time of the rehearsal or during the regular hours of the Museum. Decorating Recommendations:
      - Flower arrangements in containers may be used for decorating.
      - Candles are permitted provided that they are in a suitable container or a table covering is used to prevent wax from dripping on to the furniture.
      - Ornaments may be hung from existing nails. It is strictly prohibited to add new nails.
      - When decorating, the following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.
  - Group Rental - \$50.00 per hour.



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- \$50.00 non-refundable deposit is required at time of booking. The balance is due on the date of the event.
- Photography Location - \$50.00 per hour.
  - \$50.00 non-refundable deposit is required at time of booking. The balance is due on the date of the event.
- 6. All cheques for rental must be made payable to the 'Albert County Historical Society Inc.' and can be mailed to the address above. Payment by cash, cheque, debit or credit card (Visa or MasterCard) can be made in person at the Albert County Museum during regular hours.
- 7. All groups requesting the use of the Albert County Court House are required to sign the attached Rental Form.
- 8. The Museum Manager/Curator must grant approval for materials such as televisions, VCRs, projectors, etc. that are brought into the building. This will ensure that the preservation of the building is maintained to its current condition. All electronic equipment must be in good condition and must be ULC listed or CSA approved.
- 9. There will be an Albert County Historical Society Inc. volunteer or staff member in attendance at every event.
- 10. 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 for the actual cleaning costs.
- 11. Smoking is strictly prohibited inside any of the Albert County Museum buildings.
- 12. 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.
- 13. The Albert County Historical Society Inc., its Directors, 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.



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## Albert County Court House Rental Form

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Other Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have received, read, and agree to the conditions and stipulations of the Albert County Court House Rental Policy.

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Accepted by Museum Manager/Curator or Authorized Representative

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