

**Autism Society, Newfoundland & Labrador
Rental Space Terms and Conditions**

Overview of Services:

The Autism Society, Newfoundland & Labrador (ASNL) is a provincial charitable organization dedicated to promoting the development of individual, lifelong and community-based supports and services for individuals living with autism, their families and caregivers. The Pantry Café & Catering is a social enterprise of ASNL. All rental and catering revenues generated are returned to ASNL to support the services and programs it offers to its families.

Rental Facilities Available:

ASNL has five different rental spaces available to suite your specific requirements as outlined below.

Multi-Purpose Room

25-person maximum capacity

\$25 per hour Monday thru Friday 7:30 a.m. – 4:00 p.m.

Versatile open space ideal for yoga, meditation or exercise classes

The Barbara Hopkins Library

15-person maximum capacity

\$25 per hour Monday thru Friday 7:30 a.m. – 4:00 p.m.

The Library has a central table and chairs, ideal for board or committee meetings, peer support groups, roundtable discussions, book or bridge clubs, etc.

The Pantry Café

36-person maximum capacity

Minimum spend required (deposit required at time of booking)

Monday thru Saturday 7:30 a.m. – 4:00 p.m.

Deck

100-person maximum capacity

\$50 per hour Monday thru Friday 7:30 a.m. – 4:00 p.m.

\$75 per hour Saturday 7:30 – 4:00 p.m.

Point of Contact:

Candace Moakler, Community Relations & Fund Development

cmoakler@autism.nf.net

722-2803 x 227

General Terms and Conditions:

1. All function arrangements will only be considered confirmed by ASNL pending receipt of the signed Facility Rental Agreement from the client.
2. Cancellations are fully refundable (wherein a deposit was required) within two weeks prior to confirmed booking date.
3. Guaranteed number in attendance for food service is required 72 hours in advance of the event.
4. The Pantry must supply all food and beverage requirements within the ASNL venue.
5. No food or beverages are permitted to be brought onto the premises, with the exception of specifically designed items for take-away, etc. These exceptions to be approved in advance.
6. All food and beverage charges are subject to a 15% gratuity.
7. ASNL is not responsible for any loss of materials or personal belongings as a result of them being left on the premises.
8. The client will not hold ASNL and The Pantry Café and Catering responsible for any and all claims arising from the content of its event, presentations, the action of its employees and/or representatives within the premises of ASNL, however caused.
9. ASNL is not held responsible for injury in the use of our facility or equipment.
10. The convener of the event will be held liable for the cost of repairs to the property resulting from damages incurred as a result of their contracted event.
11. The areas rented must be left in the condition in which they were received. ASNL reserves the right to charge the client a cleanup fee if the facility and equipment are not left reasonably clean and orderly.
12. All ASNL facilities are non-smoking. Smoking is only permitted in the designated areas outside the building where proper receptacles are provided. It is the client's responsibility to inform participants of this policy.
13. All exits and exit signs must be kept clear of obstructions in compliance with fire regulations.
14. ASNL is fully wheelchair accessible with blue zone parking and elevator.
15. Absolutely no fireworks, sparklers or wish lanterns are permitted on the property.
16. No open candles permitted on tables. Tea lights and/or hurricane lanterns are permitted.
17. Complimentary on-site parking.
18. Complimentary high-speed internet.
19. Facility is air-conditioned.

On-Site Coordinator:

An on-site coordinator will be assigned to support your event. All communications should be directed to this individual.

Bar Service:

1. ASNL holds a liquor licence and retains the exclusive right and responsibility to serve and control alcohol throughout the facility and to keep any and all profits generated from the sale of alcohol.
2. Sale of alcohol must be accompanied with the purchase of food.

3. All alcoholic beverages must be purchased from The Pantry/ASNL. Absolutely no alcoholic beverages may be brought onto the premises from outside sources. Requests for specific brands can usually be accommodated.
4. Bar prices are as indicated on The Pantry Café & Catering menu. Prices are subject to change without notice.

Event Set-Up and Break-Down

1. ASNL will provide table set up.
2. Clients are responsible for contracting third party service providers.
3. Clients and/or third party providers can set up during regular business hours no earlier than the day before the event providing the space is available. Set up outside of regular business or rental hours may be subject to additional charges.
4. Break-down must be completed by 9:00 a.m. the following day.