

**BENEVOLENT IRISH SOCIETY OF PEI  
FACILITY RENTAL**

**LOCATION:** 582 North River Road

**RENTAL COORDINATOR:** Kathy Roney 902-314-8840  
[Roneykathy@gmail.com](mailto:Roneykathy@gmail.com)

These rates come into effect 1 June 2024.

The Katherine Hughes Memorial Hall- Main Floor Banquet room is available for rental seven days a week from 8 am to 1am.

The Main Hall occupancy is 140 seated concert style and 100 people for a sit-down dinner. Six-foot tables and card tables are available plus 140 black plastic chairs.

The downstairs classrooms accommodate 20-25 people

The BIS has air-conditioning and an elevator.

**PRICING CHART**

**COST**

**FACILITY**

Parking Lot (40 Spaces)	FREE
Main Hall - Half Day/Evening(Up to 4 hours)	\$150
Main Hall- Full Day 8 hours	\$300
Lower-Level Classroom- Half Day (4 hours)	\$35
Lower-Level Classroom- Full Day (8 hours)	\$70

- **Lower-Level Classroom Rentals- NO use of the Kitchen or upper-level facilities.**

**BAR**

Bar Tender Provided upon request.

Bar closes no later than midnight.

Only available for events in the Main Hall \$80 (2-4 hours)

Extra cost for special Drink requirements.

**KITCHEN**

Only available for Events in the Main Hall	\$15
Light use- NO Cooking	
Catering or Cooking- Cleaning Fee	\$50

### **FACILITY EQUIPMENT**

**No Technical support provide unless by arrangement with renter paying Sound Technician fee.**

Internet	INCL Rental
Sound and Lighting	INCL Rental
Podium	INCL Rental
Screen	INCL Rental
Microphone	INCL Rental
Projector	\$25
Table Linens – Cleaning Fee	\$50

### **SOCIETY MEMBERS DISCOUNT**

Society Members receive a 50% Discount for Personal Social Use - Parties, Anniversaries etc.

Society Members who rent for a Business or Professional Function Receive a 25% Discount Except when an entrance Fee is charged and then regular rates apply plus. A \$2 fee per ticket.

### **TERMS**

1. **Booking.** All individuals must complete a Facility Rental Agreement for each booking.
2. **Deposit.** A 25% Deposit is due upon acceptance of the booking by the BIS Rental Coordinator.
3. **Payment** in full is due on the day of use unless special arrangement with Rental Coordinator.
4. **Long Term Renters** Special arrangements may be made with the Rental Coordinator
5. **Cancellation.** The renter may cancel a booking with 72 hours' notice in writing. Less than 48 hour's notice of cancellation renters will be liable for full rental except in exceptional circumstances (i.e. weather)
6. **Set-up.** The Rental Room may be set up with chairs and tables to the renter's requirements. BIS Set-up Fee and Take Down - \$75

7. The room must be left as it is found- neat, orderly and clean: Floors swept, tables and chairs stacked away and waste sorted and placed in the outside bins.
8. **Main Hall.** Includes use of stage, Sound System, Lighting, Piano, Washroom and Elevator. Extra Fees for bar and Kitchen (**Not a commercial kitchen**).
9. **Audiovisual Equipment.** Internet connection, White Board, Moveable Projection Screen and Projector (Extra Fee- \$25). No Tech support provided.
10. **Damage:** Renters are responsible for any damage to the facility and/ or contents. All damages must be reported to BIS Staff immediately.
11. **THE BIS IS A SMOKE FREE AND VAPE FREE FACILITY. RENTERS AND CLIENTS MUST NOT SMOKE NEAR THE ENTRANCE BUT RATHER NEAR THEIR CARS WITH PROPER DISPOSAL OF BUTTS – Not ON BIS PROPERTY.**

Attached is Rental Agreement

Please make cheques payable to the Benevolent Society of PEI