



## Chroma NB – Rental Agreement

Chroma NB is a community-based charity (Charitable Registration #70149 9477 RR0001) dedicated to creating safer, more inclusive spaces for 2SLGBTQIA+ people in Menahgesk/Saint John and beyond. Through education, peer support, and community programs, Chroma reduces barriers and fosters a sense of belonging across New Brunswick.

This agreement outlines the terms and conditions under which Chroma NB agrees to rent facilities to the individual or organization identified below. Before signing, we ask that you read the agreement carefully. By signing, you agree to comply with all stated conditions. Thank you for supporting Chroma NB.

### 1. Renter Information

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

Organization (if applicable): \_\_\_\_\_

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

Email: \_\_\_\_\_

## 2. Booking Details

Rental Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*(Include required set-up and clean-up time)*

### Space(s) Booked:

Programming Space     AV Equipment (if applicable)

Access to the kitchenette is available for booking for the programming space. All dishes and kitchen appliances are expected to be cleaned and returned to their original places.

Expected Attendance: \_\_\_\_\_ (Maximum capacity for the programming space is 59 people)

## 3. Fees and Payment

Location	Maximum Daily Rate	Rate Per Hour	Hours Requested	Total
Programming Space	\$350	\$50/hr		
AV Equipment (flat)	\$15	N/A		
<b>Additional Charges</b>				
Evening (applies after 5:00 PM) / Weekend Surcharge	N/A	+ \$10/hr		
<b>TOTAL DUE</b>				\$ _____

### Payment Method:

Cash     E-transfer to [finance@chromanb.ca](mailto:finance@chromanb.ca)

**Payment Due:** 7 days prior to event      **Receipt requested?**  Yes  No

## 4. Terms & Conditions

By signing, the renter acknowledges and agrees to the following:

### Booking & Cancellation:

- Full payment is due **one (1) week** before the event to confirm the booking.
- **72+ hours' notice** required for cancellations to receive **50% refund (max \$250)**.
- **No refund** for cancellations made within 72 hours of the event.
- **Full refund** if Chroma NB cancels due to emergency or operational issues.

### Facility Use:

- Renters must be **19+ years old** and present throughout the rental.
- **Chroma staff must be on-site** during the rental.
- Set-up and clean-up must be completed **within the rental time booked**.
- Renters must return the space in its original condition.

### Prohibited:

- Alcohol and drugs on the premises. Smoking or vaping must occur at least 9 m from the entrance.

- Open flames, confetti, or affixing items to walls.
- Unauthorized use of Chroma's equipment.

**Responsibility & Liability:**

- Renters are responsible for guest behavior and supervision of children.
- Renters are liable for any damage to property, equipment, or furniture.
- Chroma NB is not responsible for lost/stolen property or personal injury.

**Acknowledgment & Signature**

I acknowledge that I have read, understood, and agree to abide by all terms stated in this Rental Agreement and in Chroma NB's Rental Policy. I accept full responsibility for the use of the space and any associated liabilities.

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By (Chroma):** \_\_\_\_\_ **Date:** \_\_\_\_\_