

Farmers Friends & Food

HALIFAX BREWERY MARKET

A photograph of a restaurant table setting. In the foreground, there are several wine glasses, a lit candle in a glass holder, and a menu card with illustrations of food items. The background is softly blurred, showing more of the table and a warm, ambient light.

2025 EVENT RENTAL GUIDELINES

VENUE RENTAL AGREEMENT

Halifax Brewery Market is a gathering place where guests can find farm-fresh food, culinary treats, and beautiful handicrafts. It is the ideal spot to celebrate all Nova Scotia has to offer. Halifax Brewery Market is located in the historic Alexander Keith's Brewery Square, across from the world-famous Halifax Waterfront. Boasting over 5,000 square feet of indoor space, providing a relaxing atmosphere to socialize and enjoy the beauty of Keith's underground stone halls and airy courtyards.

The Halifax Brewery Market space is available for rental outside of Market Hours.

GENERAL SPACE RENTAL INFORMATION

- Staff must review and approve all proposed logistics for the use of the premises.
- All music must be low-level and acoustic (not amplified).
- Alcohol may be served with prior approval from Halifax Brewery Market and only with the proper permits. If at any time Halifax Brewery Market Staff deem alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- The Halifax Brewery Farmers' Market will not assume any responsibility for injury or accidents due to the activities conducted by event holders, or injury or accidents caused by materials provided by event-holders.
- All renters and their guests must conduct themselves in a responsible and reasonable manner. Conduct deemed disorderly at the sole discretion of the Halifax Brewery Farmers' Market staff will be grounds for immediate expulsion from the premises and the conclusion of the rental period. In the event of expulsion, no portion of the rental fee will be refunded.
- The use or possession of controlled substances or the possession of weapons is strictly prohibited in and around the Halifax Brewery Market facility.
- Unless otherwise agreed upon, all event deliveries must be received by the renter. Deliveries and pick-up of equipment, supplies, or materials outside of the scheduled event time must be arranged in advance with Halifax Brewery Farmers' Market staff. Extra fees may apply for delivery, pick-up, and/or storage of materials outside of scheduled event times.
- If advertising your event, all photos of Halifax Brewery Farmers' Market, Halifax Brewery Market Staff, or use of Halifax Brewery Farmers' Market Logo must be pre-approved.
- Event holders should bring their own supplies - Halifax Brewery Market will not be able to provide such items (i.e. batteries, scissors, paper, tape, markers, etc.) unless explicitly arranged in advance. The only approved tape is blue painter's tape.
- Prior approval is required before any materials, decorations or paper can be affixed to the walls, furniture, lighting, or fixtures. No nails, screws, staples or penetrating items

should be used. Any tape or gummed backing material must be properly removed. Candles are acceptable as long as they are enclosed; open flame is prohibited. Glitter, confetti, sand, rice, birdseed, or any substance that causes litter or debris inside the facility or on the grounds is strictly prohibited. The use of sparklers, fireworks, pyrotechnics or hazardous chemicals and materials is prohibited.

- In the event the renter is forced to change the date of the event every effort will be made by Halifax Brewery Market to transfer reservations to support the new date. Cancellations under a public health order will incur no additional fees.
- Wherever possible we request that event holders ensure that events are made accessible and promote diversity. Halifax Brewery Market prohibits discrimination on the basis of race, gender, sex, age, disability, familial partners, Sexuality, religion, and/or national origin.

ADDITIONAL EQUIPMENT & SERVICES

Halifax Brewery Market offers a variety of equipment and services. Some equipment and service costs are separate from the venue rental fee and are an additional cost. Ask us for more details and possible equipment rentals.

CLEANING, TRASH & EQUIPMENT REMOVAL

Halifax Brewery Market will be in clean condition prior to the event. The Halifax Brewery Market site and facilities must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.

RENTAL PROCEDURE

1. To confirm your booking, review the rental agreement, fill and sign the attached request form, and return it to us by mail, in person or by email along with a deposit of 50% of the fees.
2. Balance due must be paid on or before the day of the event.
3. Please remember that the event itself, setup, cleanup, and teardown must be done within the contracted rental time. Depending upon the size and complexity of your meeting or event, please allow enough scheduled time for performing these tasks.

CANCELLATION POLICY

The Renter must notify Halifax Brewery Market of cancellations in writing or by email.

- With notice & no date rebooking - 50% of the Event Rental Fee will be charged
- Less than one weeks' notice - full charge of rental is incurred.
- With notice plus date rebooking – An additional \$50 is charged.

MAXIMUM CAPACITY

Upper Courtyard – 444
Lower Courtyard – 272
Halifax & Flexi Rooms – 275

METHOD OF PAYMENT

Halifax Brewery Market accepts payment via e-transfer or cheque. Cheques can be made out to **Halifax Brewery Farmers Market Cooperative**. E-transfers can be made to **payments@halifaxbrewerymarket.com**.

EVENT RENTAL FEES

Pu'Taliewey Room (*small private space*)

Standard Rate	\$60 / hour
Not-for-Profit Rate	\$30 / hour

Upper Courtyard

Standard Rate	\$100 / hour
Not-for-Profit Rate	\$75 / hour

Lower Courtyard

Standard Rate	\$75 / hour
Not-for-Profit Rate	\$50 / hour

Upper & Lower Courtyard

Standard Rate	\$150 / hour
Not-for-Profit Rate	\$100 / hour

Set up and tear down are billed at 50% of the hourly rate.

**All rentals must include set-up/tear-down time as agreed by Market Staff.
All rates are plus HST.**

ROOM BOOKING FORM – UPPER & LOWER COURTYARDS

Contact Name _____
Organization Name _____
Contact Email _____
Contact Telephone _____

Name of Event _____
Number in Attendance _____
Type of Event _____
Event Date (s) _____
Invoice Number # _____
Invoiced Full Amount _____
Additional Details: _____

The rental fee is due as follows: 50% on signing, 50% on or before the event date.
Fees are subject to change if rental times, including setup and teardown, are adjusted prior to the event date. Additional time will be rounded up to the nearest hour.

Renter _____ **Date:** _____

Halifax Brewery Market _____ **Date:** _____