

FACILITY RENTAL AGREEMENT

Event: _____ Expected # of participants: _____

Organization: _____ Representative: _____

Address: _____

Telephone (Work): _____ (Cell): _____

E-mail: _____

Facility Required:

Community Hall Auditorium: _____ Kitchen: _____ Bar: _____

Fire Hall: _____ Arena (Hometown Hero Room) _____

Time/Date Required: _____

Table and Chair Arrangement: _____

Special Instructions: _____

THE PREMISES ARE TO BE VACATED NO LATER THAN 2:00 A.M. PREMISES OCCUPIED AFTER 2:00 A.M. WILL BE CHARGED AN ADDITIONAL DAY OF RENT (UNLESS OTHERWISE PRE-ARRANGED, I.E. NEW YEARS EVE).

AN ADDITIONAL \$50.00 WILL BE TAKEN OUT OF THE DAMAGE DEPOSIT IF THE KITCHEN IS NOT CLEANED IF USED. ALL DISHES ARE TO BE WASHED AND PUT AWAY AND ALL GARBAGE MUST BE TAKEN OUT.

ALL DOORS MUST BE SECURELY CLOSED BEFORE ALARM CAN BE ACTIVATED
– THIS IS YOUR RESPONSIBILITY –
ADDITIONAL CHARGES MAY APPLY IF DOORS ARE LEFT UNLOCKED OR OPEN
AND THE ALARM IS NOT ACTIVATED.

RENTAL CHARGES

COMMUNITY HALL: (prices include GST) (**Capacity 144 w/tables, 400 standing, 180 chairs**)

Acct #

4-73-460	Damage Deposit (Attach Receipt) (all buildings)	250.00	_____
1-73-490	Supervisor (\$35.00 max 6 hrs.)	35.00	_____
1-73-560	Private Function Hall Rental (218.00 + 10.90)	228.90	_____
1-73-560	Event Preparation/decorating (35.00 + 1.75) excluding groups	36.75	_____
1-73-560	Gift opening/shower (35.00 + 1.75)	36.75	_____
1-73-561	Kitchen Rental with Auditorium rental (75.00 + 3.75)	78.75	_____
1-73-561	Kitchen Only for Local Non Profit Groups (\$75.00 + 3.75)	78.75	_____
1-73-560	Kitchen Only (80.00 + 4.00/4 hours)	84.00	_____
	(158.00 + 7.90) full day; (Oct. 1 – Mar. 31)	165.90	_____
1-73-560	Kitchen Only (105.00 + 5.25) (Apr. 1- Sept. 31)	110.25	_____
	(210.00 + 10.50) (full day)	220.50	_____
	available only if auditorium is not booked		
1-73-560	Local Non-Profit Groups (Auditorium) (45.00 + 2.25)	47.25	_____
1-73-560	Non-Resident Non-profit Groups - Auditorium		
	Half day rental/max 4 hrs. (75.00 + 3.75)	78.75	_____
	Full day rental (146.00 + 7.30)	153.30	_____
1-73-560	Funerals (auditorium) (75.00 + 3.75)	78.75	_____
1-73-561	Cooler (29.00 + 1.45)	30.45	_____

Decorating (1) Pole & (100) Clips (no charge) Yes _____ No _____

TOTAL CHARGES: _____

Note: An additional \$50.00 will be taken out of the damage deposit if the kitchen is not cleaned when used. See Terms and conditions for cleaning requirements.

ARENA (HOMETOWN HERO ROOM):

\$15.00/HR = \$15.75; \$64.00/DAY + \$3.20 = \$67.20 (NON-PROFIT) _____

\$30.00/HR + \$1.50; \$120.00+ \$6.00/DAY (CORPORATE, PRIVATE, GOVERNMENT) _____

FIRE HALL: (Capacity 45 chairs)

1-12-560 Rental Charge (\$250.00+12.50) (damage deposit required) **262.50** _____

 Rental Charge per hour (\$25.00 + 1.25) **26.25** _____

TOTAL CHARGES _____

ALL BUILDINGS REQUIRE DAMAGE DEPOSIT

Town of Bruderheim Facility Rental Terms and Conditions

Definition of Event: a social occasion or activity.

The Renter must be a minimum of 18 years of age to book events and is responsible for communicating terms and conditions to all parties involved as well as ensuring adult supervision is provided during the entire length of the booking.

REGULATIONS

Purpose: The Renter may not use the premises for anything except the Purpose specified in the attached Particulars. The Renter cannot sublease, assign, subcontract or transfer the use of the space without written approval from the Town of Bruderheim.

Compliance with Laws: The Renter shall comply with all municipal, provincial and federal laws, regulations and bylaws, and will obtain, at its own expense any and all necessary permits, licenses and approvals.

Decorations: There is a decorating board on all walls for hanging decorations for your event. Do not put decorations on the walls. If walls are damaged, you will be held responsible for the damages. Town of Bruderheim reserves the right to restrict fixtures/decorations both inside and outside the facility. Decorations are to be put up at the start of the event and removed upon conclusion.

Cleaning: The Renter is responsible for cleaning the stove (if used), washing any dishes used, wiping out the fridge and wiping off the countertops. Dishes, bowls, containers, etc. are **NOT** to be removed from the Community Halls. If food remains, please use your own containers to transport food. The use of confetti or rice is not permitted. If using candles, they must remain on tables in candle holders. The Renter is responsible to put the portable ashtray out for their function and make sure it is brought back into the building for safe storage. If this item is stolen or damaged, the renter will be held financially responsible.

Administrative Fees: Town of Bruderheim reserves the right to forward any additional administrative fees and costs to the renter at the discretion of the Community Services Liaison Officer. This will be done through an amendment to the facility rental contract with advanced notice for the renter.

Permits/Licenses: The Renter is required to get a Special Event Liquor License and any other applicable permits/licenses necessary to stage an event. Renter is expected to follow all guidelines set by Alberta Gaming and Liquor Commission with regards to the liquor license. A copy of the permit must be displayed at the event. It is strongly recommended that the renter carry alcohol and third party liability insurance.

Camping: The Renter must arrange for camping arrangements with the Community Services Liaison Officer. Camping is not permitted on Town roads and sidewalks.

Emergency Procedures: The Renter shall make themselves aware of the nearest emergency exits and shall follow the Town's Emergency Procedures as instructed by Town personnel. Any incidents or accidents are to be reported to Town personnel immediately. Activate 911 if necessary

Smoking: Smoking is prohibited as per Town of Bruderheim Bylaws.

Security: Renter is to provide at own cost security, ushers, and first-aid services for the event if it is deemed necessary by the Town.

Deposit Refunds: will be held until the Halls have been assessed by Town Staff to ensure that the Community Halls have been left in satisfactory condition.

CONDUCT

- **Must comply** with all Facility regulations posted or otherwise noted. All youth must have adult supervisors (18 Years or older) in attendance at all times. Town of Bruderheim has the authority to evict anyone who is creating a disturbance, or acting in an unsafe manner, and may in its sole discretion terminate this Contract immediately.

- **Move In/Move Out:** The Rental Space is to be vacated by your booking end time. Failure to do so may result in additional charges.
- **Parking:** No parking on sidewalks or in no parking zones. Parking only in designated areas with access through designated entrances/exits.

CANCELLATION

A mechanical failure or situations beyond the reasonable control of the Town may result in cancellation of the contract. The Town shall give the Renter as much notice as reasonably possible. Town of Bruderheim's Chief Administrative Officer will have sole discretion in determining if conditions are suitable. The Town may cancel a rental at any time without reason. Refunds will not be issued for cancellations that are made within 7 days of the scheduled booking.

RESPONSIBILITY/LIABILITY FOR DAMAGE

The Renter agrees to hold harmless and indemnify Town of Bruderheim, its servants and agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expenses and costs (on a solicitor and his own client basis), which arise out of or during the use of this Facility under this rental contract, except for the negligence of Town of Bruderheim.

The Renter shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the Renter, or anyone attending on the invitation of the Renter.

The Renter must pay for all damage to this facility or furnishings, however caused, arising out of or during the use of this facility under this contract. Future rental contracts will not be considered for any group that has an outstanding account with Town of Bruderheim in this regard.

ACKNOWLEDGEMENT:

I have read and agree to these terms and conditions of use and will make every effort to ensure all participants abide by them. Further, I understand that failure to comply with any of the conditions may result in loss of use of this facility and/or other penalties.

DATE: _____

SIGNATURE: _____

NAME PRINTED: _____

TOWN OF BRUDERHEIM REPRESENTATIVE: _____

DATE: _____

