

FACILITY RENTAL AGREEMENT

Box 23, Delacour, AB

T0M 0T0

This agreement made this ____ day of _____ 20____ between:
Delacour Agricultural Society & Community Club (Hereafter referred to as “**The Society**”)

And _____ (Hereafter called “**The Licensee**”)

Address: _____

Telephone: _____

Date(s) of Event: _____ Start time: _____

Event Description: _____ Number of People: _____



The Delacour Community Hall (Hereafter called “**The Hall**”) will be rented under the following conditions:

- 1 **The Hall** is a **Non Smoking** facility.
- 2 The **main floor** hall rental includes the stage, hall, kitchen and bar. Use of equipment including coffee urns, folding chairs and tables for a maximum of **165** people seated and **two (2)** bottles of water are included in the rental fee. Set up and take down of tables and chairs is the responsibility of **The Licensee**.
- 3 The **upstairs** hall rental includes use of the open upstairs area, the kitchen, stacking chairs and folding tables for a maximum of **65** people seated, **one (1)** bottle of water and by prior arrangement the shuffleboard and two pool tables. Maximum fire code capacity is **110** people.
- 4 The number of people attending the event must be determined at the time of booking. The floor plan for tables and chairs must not block emergency exits and must comply with fire safety regulations. (see floor plan)
- 5 Should liquor be involved in the event, **The Licensee** will provide **The Society** with a copy of the liquor License or Permit. The original must be posted in the Bar visible to all guests of the event. **The Licensee** agrees to follow the rules and regulations of the liquor license and/or Permit.
- 6 A Certificate of insurance which includes host insurance, must be provided and made out in the name of **The Society** by **The Licensee** for the event, prior to access to **The Hall**. Event insurance is available through Foster Park Brokers: <https://www.fpb.ca>
- 7 **The Licensee** agrees to provide a non refundable booking deposit of \$200.00 (or an amount equal to the rental fee if less than \$200) in order to confirm and hold the booking. This will be applied towards the rental fee. **The Licensee** also agrees to provide funds for the balance of the rental contract, to include security deposit, rental fees and any applicable taxes, a minimum of 30 days prior to the event.
- 8 The responsibility for damages by **The Licensee** is not limited to or by the amount of the Security Deposit provided. The Security Deposit shall be applied in whole or in part to any expenses incurred by **The Society** as a result of damages, theft or the cost of supplies used by **The Licensee**.
- 9 Use of wax candles is not permitted in **The Hall**.
- 10 **The Licensee** shall be responsible for the cleanliness of any and all equipment used, including but not limited to:
 - Cleaning and proper storage of all tables and chairs
 - Sweep and damp mop floors
 - Clean bar area (counters, sink, refrigerators, floor)
 - Clean washrooms
 - Clean kitchen
 - All garbage/recyclables must be sorted, bagged and placed in the appropriate outside dumpster
 If any of the above are incomplete prior to inspection at the end of the rental, a fee of \$75 per hour will be charged for cleaning.
- 11 The rental rate includes the cost for the rental agent meeting with **The Licensee** to open **The Hall** for viewing once. A charge of \$50.00, payable to the rental agent for each additional entry will be made. Delivery and collection of any third party equipment prior to or following the event must be arranged with **The Society** or the designated rental agent. Access to **The Hall** prior to the booking may be granted provided that **The Hall** is not occupied or previously rented, at the discretion of the rental agent.
- 12 **The Society** may at its sole discretion cancel any event, and have the authority to remove or have removed, any person or persons from **The Hall** if any policies have been considered to be broken or **The Hall** is not being used for the purpose for which the booking was intended, or if **The Licensee** is in non-compliance of the Liquor Control Act, the regulations under the act or policies of the Alberta Liquor and Gaming Commission and/or Police Department.
- 13 The use of CONFETTI is not permitted in **The Hall** or **The Hall grounds**.

By signing this agreement The Licensee agrees to the terms and conditions as set out above.

For **The Society**

For **The Licensee**

Signature: _____

Print Name: _____

Date: _____

FINANCIAL INFORMATION

Current Member (✓) _____

Main floor _____

Upstairs _____

Main & Upstairs _____

Camping _____

Security Deposit _____

Total _____

Booking deposit - \$200.00

Balance Due _____

WE ARE PROUD OF OUR COMMUNITY HALL – PLEASE HELP US KEEP IT IN GREAT SHAPE

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RENTAL RATES AS OF 01 April 2017

RATES SET BY MOTION AT A BOARD MEETING HELD 6 March 2017

TO BE ELIGIBLE FOR THE CURRENT MEMBER RATE, A COMMUNITY MEMBERSHIP MUST HAVE BEEN HELD FOR AT LEAST 1 YEAR PRIOR TO A BOOKING BEING ACCEPTED.

<u>MAIN FLOOR</u>	CURRENT MEMBERS	RENTAL \$250	SECURITY DEPOSIT \$250
	Or COMMUNITY IMPROVEMENT GROUPS (eg Rocky View County)		
	NON MEMBERS	RENTAL \$550	SECURITY DEPOSIT \$550
<u>UPSTAIRS</u>	CURRENT MEMBERS	RENTAL \$150	SECURITY DEPOSIT \$150
	Or COMMUNITY IMPROVEMENT GROUPS		
	NON MEMBERS	RENTAL \$350	SECURITY DEPOSIT \$350
<u>MAIN & UPSTAIRS</u>	MEMBERS	RENTAL \$400	SECURITY DEPOSIT \$400
	NON MEMBERS	RENTAL \$800	SECURITY DEPOSIT \$800
<u>HOURLY RENTAL RATE</u> (MEMBERS ONLY)		\$25 PER HOUR (either Main Floor or Upstairs) SD same as rental fee - to a maximum of 4 hours.	
<u>GROUNDS</u>	WILL NOT BE RENTED		
<u>CAMPING FEES</u>	\$100 PER OVERNIGHT FOR ANY NUMBER OF SELF CONTAINED CAMPING UNITS IF THEY WILL BE USED FOR ACCOMMODATION FOR EVENT PARTICIPANTS No electrical plug-ins permitted.		