



## Pete Knight Memorial Arena

*The Town of Crossfield strives to promote a safe and positive experience for all participants at the Pete Knight Memorial Arena. Arena users are expected to conduct themselves in a safe, responsible and respectful manner.*

### General Rules and Regulations

- Groups, as well as individuals, are responsible for any damage or vandalism to the facility.
- Use of profanity or inappropriate language will not be permitted or tolerated.
- Please keep the facility garbage-free and use appropriate receptacles provided.
- Pets are not permitted inside the facility.
- The Pete Knight Memorial Arena is a non-smoking facility.
- Spitting or chewing tobacco products or sunflower seeds is strictly prohibited.
- Removing Arena property from the building – even temporarily is strictly prohibited.
- Tossing rice, confetti or anything similar, decorating using metallic decorations, straw, twigs, etc. on the ice or dressing rooms is strictly prohibited
- Renters shall not put tacks, staples, tape, etc., in or on the walls.
- Renters shall not exceed the occupancy capacity of the space that is being rented.
- Any user of the facility caught defacing or destroying Town property or in the facility, will be subject to disciplinary action as determined by the Arena Manager and the Town of Crossfield.
- Any damages to the facility or equipment shall be charged to the renter. If there are lost or missing items, they shall be charged out at proportionate costs.
- If cleaning is not completed to the satisfaction of the Arena Manager, cleaning services above the normal cleaning time required shall be charged at \$100.00 per hour.
- Renters are responsible for their guests, caterers and other persons.
- Parents are responsible for their children at all times. For the safety and enjoyment of all arena patrons and insurance purposes, running throughout the facility, climbing stairs etc. is prohibited.
- Tables and Chairs will not be rented or lent out for outside functions.
- Violations of the rules and regulations, by any users (participants, groups, spectators) could result in suspension from future use of the arena with damages, if any, being assessed to them. An adult must actively supervise all underage participants at all times (coach, teacher or parent).
- Concerns with booking of rooms, facility operations, facility damage, withheld damage deposits, and/or any other issues following an event shall be addressed to the Pete Knight Arena Manager. If a resolution is not reached, the dispute may be brought forward to the CAO.
- **Damages and Indemnity:** The Lessee assumes responsibility for any damage to the facility howsoever caused by the Lessee, its guests, invitees, agents, servants or employees and indemnifies the Pete knight Memorial Arena and the Town of Crossfield from any action, or claims for loss, injury or damages whatsoever arising out of the rental of the facilities. The Town makes neither warranty nor guarantee, express or implied, relative to any duty of performance, promise, or thing respective to the premises (unless occasioned by the willful act or negligence of the Pete Knight Memorial Arena, the Town of Crossfield or their employees, agents or servants).
- **Cancelations of less than 14 days' notice will be charged the full amount for the time that was originally booked.**

## Lion's Loft and the Ag Room

- Renters shall not exceed the occupancy capacity of the room that is being rented.  
Lions Loft – 79 Ag Room – 79 standing only, 39 with tables and Chairs, 31 if alcohol is being served.
- One phone call to the renter shall be made regarding any missing items. If not returned within one week, the cost will be deducted from the damage deposit.
- Renters are responsible for their guests, caterers and other persons.
- Liquor – All liquor must be removed from the premises. Liquor can only be served or sold with appropriate liquor permit. Liquor service must abide by the guidelines of the liquor license purchased.
- Tables and chairs will be returned to original location. An additional charge of \$100/hr. will be deducted from the damage deposit for Arena Staff to return tables and chairs to their proper location.

### *Immediately After Use;*

- Wipe off tables and leave bathrooms in clean condition.
  - Stack tables and chairs back where taken from
  - Sweep floors and mop up any spills.
  - Dispose of all garbage.
  - Take down all decorations etc.
  - The room must be cleaned WITHIN 2 HOURS after the function.
  - Any questions can be directed to the Arena Staff
  - Check that all doors are secure
  - Return keys to Town Office (drop box by door).
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- Report any damage or items that require repair or replacement to the Arena Staff or Town Office.
  - Crossfield Minor Hockey & the Crossfield Skating Club will be permitted to use the Loft and Ag Room at no cost for Board meetings and other functions that support their groups.
  - Local, non-profit groups will be permitted to use the Lions Loft or Ag Room at no cost for regular meetings of the group.

## Rates

- Lion's Loft Rental: \$90.00 + G.S.T = \$94.50.
- Ag Room rental: \$27.00 + G.S.T. = \$28.35.
- A \$300.00 Damage Deposit is required once the booking is completed



**PETE KNIGHT ARENA LOFT & AG ROOM RENTAL CONTRACT**

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

Contact Person \_\_\_\_\_ Address: \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Purpose: \_\_\_\_\_

Time Frame of Function \_\_\_\_\_ Approximate Hours of Use \_\_\_\_\_

Facilities Rented: \_\_\_\_\_

Cost of Facility: Rental \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\*Damage Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

**\*Due at time of booking, non-refundable if cancelled after 14 days prior to Rental Date**

**Liability Insurance**

For the rental of the Lions Loft, the Town of Crossfield strongly recommends that *ALL* renters have third party liability insurance for their events. Insurance is *mandatory* if liquor will be on the premises. Third party liability insurance is available through Crossfield Agencies (see attached) or through your own insurance provider.

**Host Liquor Liability Insurance & Liquor License Provision**

Groups using the facility who are serving liquor at their event *are required* to provide proof of a Gaming & Liquor Act Special Events License or a AGLC License and proof of Comprehensive General Liability Insurance with a limit of no less than two million dollars (\$2,000,000) to cover the host liquor liability exposures and which names the Town of Crossfield as an additional insured party. The liability insurance should have an expiration time of 4:00am. Premises must be vacant by 4:00 am.

The group must ensure the AGLC (Alberta Gaming and Liquor Commission) Liquor License states liquor service no later than 1:00am and liquor consumption no later than 2:00am. The group must post their liquor license during their event. All persons serving liquor at the event, *if public*, must be AGLC Pro-Serve Certified.

Groups not purchasing this host liability insurance *will be denied* the opportunity to serve liquor at their event.

You must provide the Town of Crossfield a certificate of insurance from the insurance provider that confirms you have appropriate third party liability insurance, to the Town’s reasonable satisfaction, prior to giving you access to the Town’s facilities.

If you waive third party liability insurance, you must sign below agreeing to the following terms;

You and any person in attendance at the event will indemnify the Town of Crossfield from any and all liability for any accidents or incidents that may occur as per the agreement below.

Alcohol *will not* be served at the event.

**Name of applicant(s)**

**Signature of applicant(s)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date signed**

**Town of Crossfield**

Damages and Indemnity: The Lessee assumes responsibility for any damage to the facility howsoever caused by the Lessee, its guests, invitees, agents, servants or employees and indemnifies the Pete knight Memorial Arena and the Town of Crossfield from any action, or claims for loss, injury or damages whatsoever arising out of the rental of the facilities. The Town makes neither warranty nor guarantee, express or implied, relative to any duty of performance, promise, or thing respective to the premises (unless occasioned by the willful act or negligence of the Pete Knight Memorial Arena, the Town of Crossfield or their employees, agents or servants).

I have read and agreed to the terms in this agreement, *as well as received, read and understand the rules and regulations of the Pete Knight Memorial Arena.* I am responsible to pay for any damage caused or extra cleaning incurred during my use of the Pete Knight Memorial Arena. Renters are responsible for their guests and any one attending the function. The Renter hereby acknowledges, agrees, and covenants to release and HOLD HARMLESS and INDEMNIFY Town of Crossfield, its Officers, Directors, Employees and Contractors, both jointly and severally, from and against any and all suits, actions, damages, claims or costs including lawyer fees which arise from or relate to the use of the *Premises* by the Renter and by those persons attending the *Premises* at the invitation or with the consent, express or implied, of the Renter. The signatures below confirm agreement with the terms and content of this Agreement. Failure to comply with this Agreement or general regulations will result in cancellation

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**Name of applicant(s)**

**Signature of applicant(s)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



BOX 560, 1310 Railway St.  
CROSSFIELD, ALBERTA T0M 0S0  
TEL: (403) 946-4980  
[info@crossfieldagencies.com](mailto:info@crossfieldagencies.com)

**Request for Insurance Quote – Crossfield Facility Rental**

Name of person(s) or event to be listed on policy:

Address of person(s) or event to be listed on policy:

Contact info: phone, email:

Start Date of event:

Start Time of event:

End Date of event:

End Time of event:

Type of event:

Number of guests:

Will liquor be served:  Yes  No

- If yes, we will require copy of liquor permit prior to issuing policy.

Liability limit requested:

**Quote cannot be provided more than 30 days prior to event date  
24-48 hours' notice is required**