



LOCAL FEES and RATES

LESSEE: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email address: _____ Date(s) of Use: _____

Start Time of usage (including set up): _____ End Time of usage (including clean up): _____

Purpose _____

****Damage Deposit due immediately upon booking of the hall ****

Damage Deposits

	Main Hall	Multi-Purpose
<input type="checkbox"/> Local rate	\$1,000.00	\$500.00
Date Paid	_____	_____
Receipt	_____	_____

Cost of Facility:

Main Hall & Kitchen		Rental rate	Payment
Local - Daily rate		\$795.00	
Local - Weekend rate	Fri 3:00 PM- Sun 12:00 PM	\$1,117.00	
Early Set Up	Day before event 3:00 p.m. incl. Kitchen	\$215.00	
Late Clean Up	Day after event to 12:00 p.m., incl. Kitchen	\$215.00	
Funeral	Main Center & Kitchen	\$500.00	
Multi-Purpose Room		Rental rate	Payment
Local - Daily rate	No kitchen access	\$200.00	
Local - Kitchen		\$110.00	
Early Set Up	Day before event 3:00 p.m.	\$80.00	
Late Clean Up	Day after event to 12:00 p.m.	\$80.00	
Kitchen Only Rental		Rental rate	Payment
Local - Daily Rate		\$215.00	

Equipment Available

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Stand | <input type="checkbox"/> Piano cord |
| <input type="checkbox"/> Audio adapter (Apple) | <input type="checkbox"/> Display Port adapter | |
| <input type="checkbox"/> Projector Remote | <input type="checkbox"/> Bar equipment | |

Sub Total _____

GST _____

Total _____

Receipt # _____

Equipment must be returned by noon on the next business day after rental (unless other arrangements have been made) or the damage deposit may be withheld

Terms and Conditions

1. General Information

- 1.1 All rentals of the Crossfield and District Community Center will be made through the Town of Crossfield Administrative Office.
- 1.2 All renters of the Crossfield and District Community Center must complete and sign a rental contract, have the damage deposit paid, and provide proof of all required documents prior to the keys to the facility being released.
- 1.3 Concerns about facility operations, renter conflicts, facility damage, withheld damage deposits, and/or any other issues following an event shall be addressed to the Administrative Clerk. If a resolution is not reached, the dispute may be brought forward to the Director of Community and Protective Services or CAO, whose decision will be final.
- 1.4 Lost Keys will result in a \$60.00 charge per set (front door key and room key).
- 1.5 If the event is on the weekend, keys **MUST BE** picked up **before Friday 4:00 PM**

2. Damage Deposit

- 2.1 Damage deposits must be paid in full at the time of booking.
- 2.2 Damage Deposits may be required at the discretion of the town for funerals and/or celebration of life services where alcohol will be served.
- 2.3 **Refunding Damage Deposit:**
 - i. If the event is cancelled with a minimum of 30 days' notice, 100% of the damage deposit will be refunded.
 - ii. If the event is cancelled within 29-15 days of the event, 50% of the damage deposit will be refunded.
 - iii. If the event is cancelled within 14 days of the event, the damage deposit is non-refundable.
- 2.4 The damage deposit and/or a letter indicating that we are withholding all or a portion of the deposit, shall be sent to the renter within 30 days from the date of the function.
- 2.5 **Damages and Indemnity:** The Lessee assumes all responsibility for any damage to the facility and will be charged for all repairs and/or replacement of Crossfield & District Community Center property. If there are lost or missing items, they shall be charged to the lessee at proportionate costs.

3. Responsibilities

- 3.1 **Clean-Up and Duties of Lessee:** The Lessee agrees to strictly adhere to all terms and conditions pertaining to the premises and agrees to clean the facilities as indicated within this contract and on the attached check list and to ***pay any damages and any extra cleaning costs at \$250.00 per hour*** and any other expenses arising from failure to complete duties or follow the terms and conditions. All such expenses shall be itemized and deducted from the damage deposit and the balance, if any, shall be returned to the Lessee within 30 days of the date of the rental. Additional costs will be billed to the Lessee and payable upon receipt as the Town of Crossfield deems necessary. The damage deposit will be held until such time the Town of Crossfield determines the extent and cost of damage incurred.
- 3.2 **Early Set-up/Late Clean-up (dependent on Hall availability):**
 - i. Access will be permitted at 3:00 p.m. the day prior to your function for early setup.

- ii. If late clean-up is booked you will have until 12:00 p.m. the following day to clean.
 - iii. There will be a charge of **\$250.00 per hour** for any time you remain in the Community Center after 12:00 p.m.
- 3.3 **Keys and cleaning checklist (attached) shall be returned through the mail slot on the wall beside the front door of the Town Administrative Office immediately following the function.**
 - 3.4 Renters shall not exceed the occupancy capacity of the room that is being rented.
 - 3.5 One phone call to the renter shall be made regarding any missing items. If not returned within three (3) business days, the cost will be deducted from the damage deposit. Town staff **will not** contact caterers, contractors, guests, or other attendees of your function to locate missing items.
 - 3.6 Renters are responsible for their guests, caterers, contractors and other persons.
 - 3.7 Tables and chairs will be returned as per instructions on the renter's checklist. An additional charge of **\$250.00 per hour** will be deducted from the damage deposit for Town staff to return tables and chairs to their proper location.
 - 3.8 Tables and chairs will not be used outside of the Community Center, nor will they be rented or loaned out for functions at other facilities.
 - 3.9 The Community Center and adjacent lands (including but not limited to, the front parking lot rear lane access, boulevards, and pathway) must be cleaned **within 2 hours** after the function unless the late clean-up rental option is booked, **prior to the event**. You will be charged **\$250.00 per hour** for any time you remain in the Community Center following the time that you are supposed to be vacated.
 - 3.10 All liquor must be removed from the premises following your event. Liquor can only be served or sold with the appropriate liquor permit. Liquor service must abide by the guidelines of the liquor license purchased, and as regulated by the Alberta Gaming and Liquor Commission.

4. Liability Insurance

The Town of Crossfield requires that **all** renters have third party liability insurance for their events. Third party liability insurance is **mandatory** and is available through Crossfield Agencies (see attached) or through your own insurance provider.

Host Liquor Liability Insurance & Liquor License Provision

- 4.1 At the discretion of the Town, Groups using the facility will be required to provide proof of Comprehensive General Liability Insurance with a limit of no less than two million dollars (\$2,000,000.00) to cover liability exposures and the insurance should have an expiration of 4:00 a.m. In addition, Groups that will be serving alcohol at their event **are required** to provide proof of a valid AGLC (Alberta Gaming and Liquor Commission) Liquor License.
- 4.2 The group must secure an AGLC Liquor License which states liquor service no later than 1:00 a.m. and liquor consumption no later than 2:00 a.m. The group must post their liquor license during their event. Premises must be vacated no later than 4:00 a.m.
- 4.3 **All persons serving liquor at the event, if public, must be AGLC Pro-Serve Certified.**
- 4.4 Groups not purchasing this host liability insurance **will be denied** the opportunity to serve liquor at their event.
- 4.5 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.

5. Strictly Prohibited

- 5.1 To use deep fryers of any kind. Under the Fire Safety Code Act the use of deep fryers is strictly prohibited. *An unannounced Fire Inspection may take place during your rental period.* Applicable fines may also be charged under the Fire Safety Codes Act if it is found that deep fryers were used.
- 5.2 To smoke within the Community Center. Smoking on or near the Community Center property must be done in accordance with Municipal, Provincial and Federal laws.
- 5.3 To make excessive noise outside the Community Center after 11:00 pm in accordance with Town of Crossfield Bylaw 2003-07.
- 5.4 To have pets or livestock on or within the Community Center property.
- 5.5 To place chewing gum on tables, chairs, floors or walls. A portion or all of the damage deposit will be withheld for the time taken to remove gum (at \$250.00 per hour) and/or for any damage caused by the placement or removal of gum.
- 5.6 To remove equipment, appliances or any Community Center property from the building, even temporarily.
- 5.7 To toss rice, confetti or anything similar.
- 5.8 To decorate and or use metallic decorations, straw, twigs, paint, silly string etc.
- 5.9 To put tacks, staples, tape, string, etc. in or on the walls, stage, ceilings or floors.
- 5.10 To have open flame candles. Flames must be enclosed.
- 5.11 To sit, stand or dance on tables.
- 5.12 To store food or ice scoops in the ice machine as this results in contamination of the ice.

ACKNOWLEDGMENT

I have read and agreed to the terms in this agreement and understand that I am responsible to pay for any damage caused, or extra cleaning incurred, and/or the repair or replacement of property during my use of the Crossfield & District Community Center. I agree if damages exceed the amount of the damage deposit, I authorize that the credit card on file be charged for the remaining amount. The Renter hereby acknowledges, agrees, and covenants to release and HOLD HARMLESS and INDEMNIFY the Town of Crossfield, its Officers, Directors, Employees, Volunteers 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, expressed 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 and/or loss of damage deposit.

Dated this _____ day of _____, 20 _____

Name of applicant(s)

Signature of applicant(s)



CROSSFIELD & DISTRICT COMMUNITY CENTRE RENTER'S CHECKLIST

Renter's Checklist *IMPORTANT IF EVENT IS ON THE WEEKEND; KEYS MUST BE PICKED UP BY FRIDAY 4:00 PM**

****A cleaning surcharge may be implemented at a rate of \$250.00 per hour and withdrawn from the damage deposit for any excessive cleaning required by the caretaker and at the discretion of the Town of Crossfield****

Renters must leave the premises in neat and tidy condition within 2 hours after the function unless the late clean-up option is selected and paid for upon booking the event

Please ensure the following is complete:

- _____ Wipe down all tables used and clean all messes/spills on chairs
- _____ Clean counters & floors (sweep and mop) in kitchen and bar
- _____ All dishes, silverware, pots & pans, coffee urns, etc. are to be washed, dried and returned to the proper cupboards
- _____ Sweep all floors and mop all spills (including bathrooms), returning floors to pre-rental condition
- _____ Vacuum carpet in the Main Hall
- _____ Tables & Chairs returned to their proper locations:
 - **Main Hall:** Rectangular Tables (60) to be returned to South Dressing Room. Round Tables (32) to be returned to the North Dressing Room.
 - 500 **black** chairs are provided for the Main Hall. All chairs must be in stacks of 8 and returned to chair room.
 - **Multi-Purpose Room:** Place all tables on the provided carts and line carts along the north wall (beneath the Elk mounted on the wall). Chairs placed in the closet at the back of the room in stacks of 8-10.
 - 160 **blue** chairs are provided for the Multi-Purpose Room
- _____ Check washrooms and clean up any paper or messes left on floors
- _____ Pick up all garbage on floors and place all garbage in the bin located at the back of the Hall. Remove all empty bottles and cans from the facility
- _____ Clean up any unusual messes created during your event (e.g. spills on walls)
- _____ Remove all supplies including food, liquor, dishes, decorations, etc. which have been brought into the Hall
- _____ Turn off all lights including the lobby and washrooms
- _____ Lock all doors and check that all emergency exits are closed and secured
- _____ Report any damage or items that require repair or replacement to the Town Administrative Office
- _____ **Return this checklist along with keys** into the drop box located by the front door of the Town Administration Office. **Arrangements must also be made ahead of time**, to return any borrowed equipment (microphones, cords, remotes, microphone stands, projector adapters, bar equipment) to the Town Administration Office.



Insurance: Event Information

Please note that quotes may take up to 72 hours to complete

Please complete the information below and return to Crossfield Agencies to get your liability insurance quote coverage for your event.

- Drop off in Person: 1310 Railway Street, (located beside the Post Office)
- Send by email: info@crossfieldagencies.com
- Send by text: 403-815-4091

Primary Contact	
First Name: _____	First Name: _____
Last Name: _____	Last Name: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____
Birthdate: _____	Birthdate: _____
Mailing Address: _____	
PO Box/Street, City, Province, Postal Code	

Event Details

Name of Event	_____
Address of Event	_____
Start Date	_____
Start Time	_____
End Date	_____
End Time	_____
Type of Event	_____
Number of Guests	_____
Will Liquor be served	<input type="checkbox"/> Yes <input type="checkbox"/> No
Getting Liquor Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liability Limit requested:	<input type="checkbox"/> \$1 Million <input type="checkbox"/> \$2 Million <input type="checkbox"/> \$3 Million <input type="checkbox"/> \$5 Million <input type="checkbox"/> Other: _____
Other Named Insured to be listed:	_____

Comments/Special Items/Notes:
