

CROSSFIELD & DISTRICT COMMUNITY CENTER RENTAL CONTRACT

900 Mountain Avenue

Box 500 Crossfield Alberta T0M 0S0

(403) 946-5565

LESSEE: _____

Contact Person: _____ Phone: _____

Address: _____

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

Time Frame of Function: _____ Approximate # Hours of Use: _____

Purpose: _____

Cost of Facility: **Damage Deposit:

Main Hall – Local user	\$1000.00	Date Paid _____	Inv # _____
Main Hall – Non-local user	\$2500.00	Date Paid _____	Inv # _____
Multi-Purpose – Local user	\$500.00	Date Paid _____	Inv # _____
Multi-Purpose – Out-of-Town user	\$1000.00	Date Paid _____	Inv # _____
Arts & Crafts – Local user	\$250.00	Date Paid _____	Inv # _____
Arts & Crafts – Out-of-Town user	\$500.00	Date Paid _____	Inv # _____

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

Main Hall & Kitchen - Local	\$780.00	\$ _____
Local Weekend Rate (Fri 3:00 PM- Sun 12:00 PM)	\$1095.00	\$ _____
Non-local Main Hall and Kitchen	\$940.00	\$ _____
Out of town Weekend (Fri 3:00 PM- Sun 12:00 PM)	\$1255.00	\$ _____
Early Set Up (Day before event-3:00 PM, incl. Kitchen)	\$210.00	\$ _____
Late Clean Up (Day after event to 12:00 PM, incl. Kitchen)	\$210.00	\$ _____
Multi-Purpose Room rental	\$157.00	\$ _____
Kitchen with Room rental	\$108.00	\$ _____
Early Set Up (Day before event-3:00 PM)	\$79.00	\$ _____
Late Clean Up (Day after event to 12:00 PM)	\$79.00	\$ _____
Arts & Craft rental	\$73.00	\$ _____
Early Set Up (Day before event-3:00 PM)	\$37.00	\$ _____
Late Clean Up (Day after event to 12:00 PM)	\$37.00	\$ _____
Kitchen Only Rental	\$210.00	\$ _____
Funeral (Main Center & Kitchen)	\$210.00	\$ _____
Bridal Shower (Multi-Purpose & Kitchen)	\$108.00	\$ _____
Hourly Rate – Max 2 Hours	\$27.00/hr.	\$ _____

SUB TOTAL \$ _____

GST \$ _____

TOTAL \$ _____ **Date Paid** _____ **Inv. #** _____

Required Credit Card on File:

Card #: _____ **Expiration date:** _____

Cardholder Name: _____

Cardholder Signature: _____

****Credit card will only be charged if the damage exceeds the amount of the damage deposit provided****

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 prior to keys to the facility being released.
- 1.3 A valid credit card number must be provided on the rental contract for incidental damages that exceed the damage deposit. If a credit card is not available, the damage deposit for the room being booked will be double the regular rate.
- 1.4 Bookings of the Crossfield and District Community Center will be considered tentative until a damage deposit is paid in full. Damage deposits must be paid within 30 days of booking. If the rental is booked with less than one month's notice, the damage deposit must be paid in full upon booking.
- 1.5 Concerns about facility operations, renter conflicts, facility damage, withheld damage deposits, and/or any other issues following an event shall be addressed to the Crossfield & District Community Center Manager. If a resolution is not reached, the dispute may be brought forward to the CAO.
- 1.6 Lost Keys will result in a \$55.00 charge per set (front door key and room key).
- 1.7 If the event is on the weekend, keys **MUST BE** picked up **before Friday 4:30 PM**

2. Damage Deposit

- 2.1 **The damage deposit shall be paid upon booking of the center. All damage deposits will be processed and must be paid a minimum of 30 days before the event.**
- 2.2 **Refunding Damage Deposit:** If the event is cancelled with a minimum of 30 days' notice, 100% of the damage deposit will be refunded. If the event is cancelled within 29-15 days of the event, 50% of the damage deposit will be refunded. If the event is cancelled within 14 days of the event, the damage deposit is non-refundable.
- 2.3 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.
- 2.4 **Damages and Indemnity:** The Lessee assumes all responsibility for any damage to the facility and will be charged for all repairs. 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 \$100.00 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):** Access will be permitted at 3:00pm the day prior to your function for early set up. If late clean-up is booked you will have until 12:00pm the following day to clean. There will be a charge of ***\$200 per hour*** for any time you remain in the Community Center after 12:00pm.

- 3.3 Keys and cleaning check list (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 one week, 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 **\$100 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 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 **\$200 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 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

- 4.1 Groups using the facility who are serving liquor at their event **are required** to provide proof of a valid AGLC (Alberta Gaming and Liquor Commission) Liquor 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 vacated by no later than 4:00am.
- 4.2 The group must secure an AGLC Liquor License which 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.
- 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.
- 4.6 **If you waive third party liability insurance, you must sign below agreeing to the following terms:**
 - a) 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.
 - b) Alcohol **will not** be served at the event.

Signed: _____

Date: _____

5. Strictly Prohibited

- 5.1 To use deep fryers of any kind. Under the Fire Safety Code Act the use of deep fryers are 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 11:00pm 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 \$100 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 with metallic decorations, straw, twigs, 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.

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 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)

RENTER'S CHECKLIST

****IMPORTANT** IF EVENT IS ON THE WEEKEND, KEYS MUST BE PICKED UP BY FRIDAY 4:30 PM**

****An additional charge of \$100.00 per hour will be charged for any excessive cleaning required by the caretaker****

Renters must leave the premises in neat and tidy condition within 2 hours after 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:** 8 rows of tables (x 2 tables per row) on each side of the Hall (numbers are provided on the wall to indicate where the tables should be placed). Chairs placed in stacks of 6 between each row of tables to allow for 12 chairs at each row of tables
 - Extra tables placed on their respective carts (rectangle vs round) and put in the storage room. Extra chairs to be placed in the storage room in stacks of 8
 - 500 **black** chairs are provided for the Main Hall
- **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
- **Arts & Crafts Room:** Place tables along the perimeter walls (without blocking exits). Chairs placed in the closet at the back of the room in stacks of 8-10
 - 50 **grey** chairs are provided for the Arts & Crafts 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

_____ Report any damage or items that require repair or replacement to the Town Administrative Office

_____ Return this checklist along with keys and any borrowed equipment (microphones, cords, remotes, microphone stands, projector adapters, bar equipment) to the Town Administrative Office. A drop box is located by the front door for keys and checklist to be deposited



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

Request for Insurance Quote – Crossfield Hall 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**