

# TOWN OF SPIRIT RIVER CENTENNIAL HALL RENTAL AGREEMENT

Section: Recreation  
Policy No: 1

Effective Date: March 8, 2023  
Resolution No: 23-004

## POLICY STATEMENT

The Town of Spirit River will establish and maintain an orderly system for rental and use of the facility and any supplies and equipment.

## POLICY OBJECTIVES

To provide a rental system for the public for the use of the facility.

To ensure Renters are aware of responsibilities and costs of renting the facility.

To provide specific guidelines to the Renters on expectations and requirements for clean up after.

## BOOKINGS, KEYS & DAMAGE DEPOSIT

1. Bookings for the facility shall be made at the Town Office during normal working hours.
2. Company and Community Event rentals will not be required to pay the damage deposit or the cost of the rental upfront. All Company and Community Event bookings will be invoiced for their rental, which is due within 30 days of the invoice date.
3. Completed rental agreement and damage deposit (if applicable) is required at the time of booking. Company and Community Events must include a credit card, cheque or PO# at the time of booking.
4. Keys will be supplied after the rental agreement is signed, rental fee and applicable deposit is paid, and the walk-through has been completed. Keys will only be provided to the renter or their agent, if applicable. The renter is responsible for ensuring their third party has access to the hall if needed; the Town will not supply addition keys.
5. If the renter choses not to do a walk through after their rental, any damages found after their rental will be their responsibility and will be taken from the damage deposit without question.
6. Keys will be returned immediately following the rental (put in the Town Office drop box after hours) or the next business day at the Town Office.
7. Bookings are not deemed to be confirmed until the Rental Agreement (this document) is returned signed by the Renter, or their agent and the applicable damage deposit is paid.
8. Any damage, loss or breakage is paid for from the damage deposit.
9. If damage, loss, or breakage exceeds the amount of the damage deposit, the Renter is responsible for all costs of the repairs and will be invoiced the difference. The Renter is held responsible for the actions of its patrons of their function.

## RENTER RESPONSIBILITIES

1. This facility is a smoke-free environment.
2. Nails, screws, hooks, staples, tape, tacks, or any other damage-causing materials are not to be applied to the walls, ceiling, or floors. Renters are allowed to use sticky tack only.
3. All garbage and recycling (including beverage containers) must be removed by the Renter. A garbage dumpster is located on the northeast corner of the Hall (beneath the display sign). Failure to comply will result in possible deduction from damage deposit.
4. The renter is responsible for setting up, cleaning, and properly putting away/storing all tables and chairs.
5. Tables, chairs, contents, or supplies do not leave the facility.

6. All renters must leave the facility respectably clean. Any use of kitchenware, coffee urns, utensils, etc. must be cleaned, dried, and properly stored. Failure to do so will result in the deduction of your damage deposit.
7. Renters must remove all belongings including food, decorations, gifts, alcohol, equipment, or other possessions of the Renters from the facility immediately after the function. Any belongings left in the facility are not the responsibility of the Town of Spirit River.
8. All fire exits must remain accessible.
9. Renters must provide a responsible adult to ensure that all attendees behave in an appropriate manner and adhere to any rules. Failure to behave in a responsible fashion can result in loss of right to use the facility and loss of damage deposit.
10. The Renter is responsible for ensuring all guests have vacated the facility and that all doors and windows are secure upon completion of their event.
11. Any persons using the kitchen are expected to adhere to food safe practices and it is their responsibility to follow any rules and regulations required by the province.
12. It is the sole responsibility of the Renter to determine what additional insurance coverage, if any, would be advisable to have in force for their event for their own protection at their cost.
13. It is the responsibility of the Renter to immediately notify the Town staff of any equipment or inventory that is missing, any damage, or if anything is not functioning properly.

#### **CANCELLATION POLICY**

1. One-day events require 48 hours notice.
2. Multi-day events require seven (7) days notice.
3. For regular-rate rentals failure to comply with the above timelines will result in the loss of your damage deposit or 50% of your total rental, whichever is less but not zero.
4. Rental priority will be given to paid bookings in the event of scheduling conflicts.

#### **COMMUNITY or JOINT USE PLANNING AGREEMENT EVENTS**

1. A Community Event can be held by the following local non-profit organizations registered (and in good standing) under one of these acts:
  - Provincial Legislation such as Agricultural Societies Act, Part 21 of the Business Corporations Act, Companies Act Part 9 (Non-profit Companies), Societies Act of Alberta, Special Act of the Alberta Legislature.
  - Federal Legislation such as Special Act of the Parliament of Canada, Canada Not-for-profit Corporations Act, Income Tax Act (Charities).
  - First Nations and Metis Settlements.
  - Foundations established and regulated under the province's Regional Health Authorities Act.
  - Universities, colleges, and institutes as defined under Alberta's Post-secondary Learning Act.
2. Any event held by for-profit organizations, organizations not registered under the above mentioned acts, or individuals will not be considered a Community Event unless authorized by the Chief Administrative Officer.
3. The Town of Spirit River agrees to rent the facility at no charge to the Spirit River Regional Academy and Ste. Marie's Roman Catholic School as per the Joint Use Planning Agreement (JUPA).
4. The Town of Spirit River agrees to rent the facility at no charge to local non-profit organizations holding Community Events.
5. The Town of Spirit River will charge the above noted organizations for janitorial services at the contracted hourly rate for cleaning. All functions sponsored by the above groups may be charged a minimum of one (1) hour for cleaning with major functions be charged additional hours to a maximum of fifteen (15) hours.

6. Community events are not void from linen charges, key replacement charges or costs of damage repairs.

### **AUDIO/VIDEO SYSTEMS**

1. Use of the audio/video systems must be requested during rental arrangements and time must be scheduled for instruction on the system the equipment will be unlocked for use. No exceptions allowed.

### **LINEN USE**

1. If linens are required for your rental, you must request them prior to your event.
2. If the used linens require cleaning after your rental, the cost to clean the linens will be taken out of your damage deposit based on the prices indicated in the 'Centennial Hall Fee Schedule'.
3. For company rentals, linen cleaning will be invoiced along with the rental of the facility.

### **LIQUOR LICENSE**

1. If renter is serving alcohol, proof of a valid liquor license and liability insurance is required
2. When alcohol is present, the Renter must ensure that the liquor license regulations are enforced.

### **SAFETY INSTRUCTIONS**

1. The Renter must ensure capacity does not exceed the maximum allowable capacity as posted.
2. All exit doors must always be kept clear of any obstructions or obstacles.
3. Use of candles or other open flame devices is not allowed.
4. Adequate fire lanes shall be observed allowing for fire or medical response units if needed. This is the responsibility of the Renter and barricades can be requested from the Town to assist them in this responsibility.

### **COMMUNITY EVENT DONATIONS**

1. The Town of Spirt River requests Community Event organizers provide acknowledgment of the free services offered by means of donation to ensure the continued operation of the facility and enhancement of the community.
2. Donations can be payable upon the time of booking or anytime after the event at the Town Office during normal working hours.

# TOWN OF SPIRIT RIVER RENTAL AGREEMENT

Date:

Renter Name

Agent Name (if applicable)

Phone Number

Mailing Address

Date & Time of Event:

Arrangements

Walk Through Date & Time

Audio/Video Required – Y / N

Key Pick Up Date & Time

Key Return Date & Time

Do you wish to participate in a completion walk-through? \_\_\_ Yes \_\_\_ No

*\*Please note, if you do not wish to complete a walk through, any damage found will be your responsibility and will be deducted from your damage deposit without question.*

As the Renter/Agent I have read and understand the policy as well as the arrangements and conditions for my rental of this facility.

Signature:

Date:

|                   |                                 |                                     |
|-------------------|---------------------------------|-------------------------------------|
| Linens Required   | <input type="radio"/> YES / NO  | <input type="radio"/> Amount:       |
| Liquor License    | <input type="radio"/> License # | <input type="radio"/> N/A           |
| Insurance         | <input type="radio"/> Received  | <input type="radio"/> N/A           |
| Damage Deposit    | <input type="radio"/> Receipt # | <input type="radio"/> Amount: / N/A |
| Rental Payment    | <input type="radio"/> Receipt # | <input type="radio"/> Amount:       |
| Community Event   | <input type="radio"/> YES / NO  | <input type="radio"/> Type:         |
| Company/Community | <input type="radio"/> CC:       | <input type="radio"/> EXP: CVC:     |
| Event Rentals     | <input type="radio"/> PO #      | <input type="radio"/> Inv #         |

# CENTENNIAL HALL FEE SCHEDULE

FEES DO NOT INCLUDE G.S.T.

| CENTENNIAL HALL                                  | REGULAR RENTALS                                       |           |
|--|---|-----------|
| (Includes Hall, Kitchen, & Bar)                  | Hourly Rate   | \$100.00  |
|  | Day Rate  | \$500.00  |
|  | Multi Day Rate (3 days)                               | \$1200.00 |
| <b>MEMORIAL SERVICE</b>                          |   |           |
| (Include Hall, Kitchen, Bar, & Ross Family Room) | Day Rate  | \$300.00  |
|  | Multi Day Rate<br><i>(noon day before and day of)</i> | \$500.00  |
|  |   |           |
| <b>KITCHEN</b>                                   |   |           |
|  | Hourly Rate   | \$50.00   |
|  | Day Rate  | \$350.00  |
| <b>ROSS FAMILY ROOM</b>                          |   |           |
|  | Hourly Rate   | \$25.00   |
|  | Day Rate  | \$200.00  |
| <b>DAMAGE DEPOSIT</b>                            |   |           |
|  | Centennial Hall/Kitchen                               | \$500.00  |
|  | Ross Family Room                                      | \$200.00  |
| <b>KEY REPLACEMENT</b>                           |   |           |
|  |   | \$500.00  |
| <b>JANITORIAL SERVICE</b>                        |   |           |
|  | 2023 Contracted Hourly Rate                           | \$25.00   |
| <b>LINEN CLEANING</b>                            |   |           |
|  | 1-14  | \$50.00   |
|  | 15-19   | \$75.00   |
|  | 20-49   | \$100.00  |
|  | 50+   | \$200.00  |