

**FACILITY RENTAL CONTRACT**

FACILITY \_\_\_\_\_ FUNCTION TYPE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

FACILITY WALK-THROUGH DATE \_\_\_\_\_ TIME \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

AMOUNT TO BE CHARGED \_\_\_\_\_ RATE \_\_\_\_\_ DEPOSIT AMOUNT \_\_\_\_\_

DATE DEPOSIT PAID \_\_\_\_\_ DATE RENTAL PAID \_\_\_\_\_

*The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used for facility/sportsgrounds rental contracts for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.*

**RENTAL CONDITIONS**

Please respect our facilities, other users and staff. Please conduct your group's activities in an orderly and courteous manner. Responsible adult supervision is required for all activities involving minors.

All players must wear proper regulated equipment when playing on/in the sports facility.

All groups will assume the facility in good condition and will leave the facility in good condition for the next group.

Wilful damage, misconduct of group or individuals associated with the group, persistent tardiness, alcohol/drugs on premises or non payment are grounds for cancellation of contract. Wilful damage or damage as a result of inappropriate activity is the responsibility of the renter. Damage will be repaired and charged to the renter at cost of repairs and materials plus overhead.

**NO ALCOHOL OR ILLICIT DRUGS ALLOWED.**

We would prefer that the grounds be a smoke-free environment when minor activities are involved.

All groups must cooperate with the Staff and abide by their requests. Any exhibits or posters to be affixed must be approved by staff.

The renter **MUST** complete a walk through of the space with Town Staff at least three (3) business days prior to the rental.

The renter must pick up the key(s) at the Town of Bon Accord office by 4:00 pm on the business day prior to the event and return the key(s) by noon on the business day after the event. Failure to return the key(s) will result in forfeiture of the damage deposit.

Town facilities are alarmed – if you do not know disarming/arming procedures, please ask Town Staff. There is a \$150.00 charge for setting off the alarm.

All licenses and permits to be obtained are the responsibility of the renter.

If liquor is consumed on the premises (if applicable, see facility procedure for details), renters must provide a liquor license and proof of insurance for 3rd party liability in the amount of \$2 million with the Town of Bon Accord listed as an additional insured. This must be received one (1) week prior to the event. The keys to the facility cannot be signed out until such documentation is received.

The renter agrees to leave the area used in the same condition as found. If, in the judgement of the Community Services Coordinator, the area used by the group needs additional cleaning, a minimum fee of \$100 will be assessed and if more than 3 hours is needed for cleaning, an additional \$25.00/hour will be charged. These cleaning fees are payable upon receipt of invoice. No renter will be eligible to book a facility until they have cleared their charges.

Any renter found abusing the facilities and/or equipment or failing to adhere to any of the above conditions, will have their privilege of use suspended pending reinstatement by the Town of Bon Accord. Willful damage may result in a fine levied against the renter and/or legal proceedings.

No rental will be reserved until payment is received in FULL.

All cancellations must be made one (1) business day before the rental day. If cancellation occurs on the same day of the rental, 50% of the damage deposit will be forfeited.

At certain times, special events will pre-empt previously booked activities. In such cases, the renter will be notified fourteen (14) days in advance, and the appropriate rate adjustment made.

Should you have any concerns about the facility please contact the Town Office at 780-921-3550.

I, \_\_\_\_\_ (print name) acknowledge having read and understood the liability release and accept the terms therein.

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Renter's Signature	Town of Bon Accord Representative	Date
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**Please Read Carefully and Sign Indicating Your Understanding and Agreement**

I, the undersigned, hereby place my signature in concurrence with the rental contract for the above noted facility. I understand the terms and agree to all operating and cleaning requirements as listed. I understand that if any damage is incurred, or the facility is not left in the condition in which it was rented, this may result in a loss of a portion or all the damage deposit. I further understand that I shall be held responsible for any costs that may exceed the deposit to rectify damages incurred.

I will advise all members and participants involved in activities sponsored by our group/party of the inherent risk of the activity and will take all actions and precautions necessary to conduct activities in a safe and orderly manner.

I hereby release the Town of Bon Accord, its employees and volunteers from all liability if damage, injury or loss occurs to any person or property while on the premises of any Town of Bon Accord facility.

I further absolve the Town of Bon Accord, its employees and volunteers from any liability if damage, injury or loss occurs to any person or property due to consumption of alcohol or any other mind altering substance while on the premises of any Town of Bon Accord facility.

I have been advised of the Facility Rental Procedures pertaining to the aforementioned rental facility, which I have read and understood in its entirety.

I also understand that due to the ever-changing COVID-19 pandemic, rental contracts are subject to change without notice, as the Town of Bon Accord must follow all mandated guidelines from Alberta Health Services, the Government of Alberta and the Government of Canada, which may affect its facilities. **In the event of an outbreak, all paid contract funds will NOT be subject to refunds under any circumstances.**

I have read the above waiver and with my signature indicate my full understanding and agreement with all.

\_\_\_\_\_

Renter's Signature
Town of Bon Accord Representative
Date

**TOWN BASEMENT RENTAL CHECKLIST**

Groups using the Town Basement are responsible to fulfill the following requirements. Failure to do so may result in retention of some or all your damage deposit. If, during your use of the facility, you should find something improperly cleaned from past use, please ensure that this is indicated on the Facility Checklist provided when performing your walk through. The following checklist is provided to assist with your cleaning after the event.

ITEMS	COMPLETED
Chairs & tables stacked properly in designated area	
Toys cleaned and put away	
Garbage taken to dumpster on south-east side of Town Office	
Floors swept	
Floors mopped (if necessary)	
Sink cleaned	
Bathroom floors cleaned	
Bathroom sinks/counters cleaned	
All garbage cans emptied and newly bagged	
Lights turned off	
Security system turned on	
Facility securely locked	