

Sundre Community Centre

Rules and Regulations Agreement

- 1) The User agrees to assume responsibility for the conduct of its members and/or patrons.
- 2) The User shall be responsible for damage to the building or contents caused by members and/or patrons.
- 3) The User must contact the Town of Sundre Community Services Department at 638-3551 at least two weeks prior to the event regarding set-up and any special requirements.
- 4) NO CONFETTI is allowed in or around the facility. An additional clean-up fee will be charged if this rule is not adhered to. Charges will be applied to the credit card provided to us.
- 5) The User is responsible for special licenses, permits and insurance if and where necessary. If serving alcohol, the user must provide Host Liquor Liability Insurance (PAL Insurance) for 2 million dollars. Insurance must be provided 2 weeks prior to the event.
- 6) Liquor license regulations MUST be strictly adhered to.
- 7) Each function must be cleared out of the Centre by 4:00 a.m. Failure to do so will result in the User being charged an overtime rate of \$50.00 per hour or portion thereof. Special arrangements may be made if the facility is not rented the next day.
- 8) Any food or liquor must be removed immediately upon completion of the event.
- 9) The Town of Sundre will not be responsible for the loss of personal effects or injury to the User or any third parties. (Do not leave any valuables in the facility when unattended – others users may have a key.)
- 10) Arrangements for security guards or personnel for crowd control are the responsibility of the User.
- 11) It is the responsibility of the User to ensure periodic inspection to the facility during the entire rental period, this shall include washrooms. Damage must be reported to the Town of Sundre Community Services Department as soon as possible.
- 12) Additional clean-up charges shall be determined by the Town of Sundre Community Services Department.

- 13) Provisions of table paper or linen are the responsibility of the User.
- 14) All decorations, posters, streamers or other fixtures may be erected in or about the facility with the direct supervision of the person named as renter of the facility.
- 15) NO TAPE of any sort may be used on painted surfaces or floor. You must use a special tacky gum adhesive for this purpose.
- 16) No nails, thumbtacks, staples or screws may be used anywhere in the Community Centre.
- 17) Coffee urns are available for use to those renting the facility at no extra charge. The use of privately owned appliances must be authorized by the Community Services Department.
- 18) Fire regulations state THAT ALL FIRE DOORS MUST BE FREELY ACCESSIBLE AT ALL TIMES! (This means no tables in front of the fire doors)
- 19) The rental price includes janitorial work. Renters are expected to do minor clean-up (according to the set-up/takedown/clean-up requirements) if not specified in the contract.
- 20) All business being contracted to work the facility must obtain / or have a current business license for the Town of Sundre and be able to provide a proof of their business license upon request.
- 21) A pre-inspection of the facility will be done with the renter on or before the rental date with a Community Services staff member or a designated person. If the rental date is on a Saturday or Sunday or on a Statutory Holiday, the pre-inspection will be done the Friday or the date immediately before the rental date. If the renter decides not to do a pre-inspection, they do so at their own risk. This pre-inspection will exclude renters who are continuous renters.
- 22) A post-inspection will be done after the rental date by a Community Services staff member or a designated person; as this time, all equipment rented will be tested, if any damage is noticed, the damage deposit fee will be held. If the rental date is on a Saturday or Sunday or on a Statutory Holiday, the post-inspection will be done on the following Monday or the date immediately after the rental date. This will exclude renters who are continuous renters.

Any decorations, equipment, materials, etc. must be removed before you leave the hall that evening. The facility may be used the next day and the janitors will clean up early the next morning. All remaining items will be removed and disposed of.

No glass bottles; use cans instead. Pour coolers into plastic cups before serving.

You are responsible for the building while you are using it. Remember that the Community Centre is available to the community and others will be using it after you. They will expect a clean, well maintained facility. Please leave it as you have found it.

NOTE: All keys must be picked up and dropped off at the Town Office as prearranged.

Deposit:

For all major events the User is required to submit a deposit to be used as a retainer for the use and occupancy of the Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

Refund:

A deposit of 50% of the rental fee is required on signing the rental form; the deposit is refundable only if rental is cancelled at least 120 days in advance, less an administration fee of \$25.00.

Cancellation:

Cancellation of booking less than two weeks prior to the event shall result in the total loss and rental fee.

I have read and agreed to the terms and conditions of this rental rules and regulations agreement.

Renter of the Facility

Date

Contact Phone Number