

# CRAIGEND RECREATION AND AGRICULTURAL SOCIETY



## Facility Rental Agreement

Name of Renter: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Dates Required: \_\_\_\_\_

Start	End	Area of Hall to be Utilized	Activity	From	To

**Rental Costs:**

Usage	Cost per use	Charge
Hall Rental Fee Major Event (includes kitchen)	\$ 800.00	\$
Hall Damage Deposit	\$1200.00	\$
Hall Kitchen	\$ 100.00	\$
Pre event (set up, decorating, welcome night) <b>Thursday</b>	\$100.00	\$
Pre event (set up, decorating, welcome night) <b>Friday</b>	\$200.00	\$
Next Day (clean up/ kitchen use)	\$ 100.00	\$
Funeral Non - Members (Members -No charge)	\$ 250.00	\$
Socan Music Tax	\$ 60.00	\$
Senior Center Rental Member	\$100.00	\$
Senior Center Rental Non Member	\$ 200.00	\$
Senior Center Damage Deposit	\$ 100.00	\$
Senior Center Meetings	\$ 100.00	\$
Hall Meeting	\$ 250.00	\$
Hall Supper Meeting with Kitchen	\$ 350.00	\$

**Agreement:**

I (We) \_\_\_\_\_ (hereafter known as the Lessee) hereby agree to lease the Craigend Community Facility from the Craigend Recreation and Agricultural Society (hereafter known as the lessor) for the sum of \$ \_\_\_\_\_ on (date) \_\_\_\_\_ under the terms and conditions as specified and agreed to in this document.

Accepted by: Lessee: \_\_\_\_\_

\_\_\_\_\_  
Initial Here to Confirm You  
Have Reviewed Entire Page

# CRAIGEND RECREATION AND AGRICULTURAL SOCIETY

## Facility Rental Agreement



Lessor: \_\_\_\_\_

### **Craigend Hall Occupant Load**

The Maximum Occupant Load of the Main Hall is 350 persons with alcohol and 400 persons without alcohol.

The Maximum Occupant Load of the Seniors Center is 80 persons.

The Lessee will abide by all occupancy loads.

### **Rental Inclusions:**

Rental of Craigend Hall includes:

Full line of cooking utensils, appliances, roasters, pots and pans.

Dishes: including dinner plates, bread and butter plates, salad plates, soup bowls, fruit nappies and coffee cups.

Glassware: including wine glasses and water goblets

Cutlery: forks, knives, teaspoons and tablespoons

Projector, sound system, and screen

### **Decorations:**

**Absolutely No Decorations Allowed on Walls, Ceilings, and/or Fixtures. Free standing decorations ONLY! No Open Flame. Absolutely no straw of any kind.**

### **Conditions of Agreement:**

1. **Booking:** We require 50% of the rental fee at the time of booking the event. The balance of rent plus full damage deposit is required six months prior to the event. This will confirm rental of the facility.
2. **NSF Policy:** NSF Cheques will cancel the rental agreement and will be subject to an NSF fee of \$40.00 per cheque.
3. **Cancellation:** The Craigend Recreation and Agricultural Society (hereafter known as CRAS) reserves the right to withhold/charge 25% of the rental amount if the booking is cancelled within one month of the event.
4. **Responsibility:** The lessee assumes full responsibility for the facility and any damages occurring during usage and for all costs of repairing or replacing lost or damaged items. Inventory will be taken before and after every event.
5. **Event time:** The lessee is responsible to ensure function ends at the stipulated time in the agreement.
6. **Lock-up:** The lessee is responsible for properly securing and locking the facility after the function.
7. **Licence:** The liquor licence shall be the sole responsibility of the lessee. It must be obtained from a liquor outlet and posted in the bar.
8. **Liquor Control Act:** Liquor Control Act regulations, amendments, and conditions pursuant to the Alberta Liquor Control Board Regulations shall be strictly enforced. No liquor to be served to minors.

\_\_\_\_\_  
Initial Here to Confirm You  
Have Reviewed Entire Page



Facility Rental Agreement

9. **Host Liquor Liability:** In the event that the Lessor has provided consent to the Lessee, their agents, employees, invitees or contractors for alcoholic beverages, of any kind, to be consumed on the premises or on the premises grounds, the Lessee acknowledges that it will purchase from a licensed insurance agent or broker a Host Liquor Liability Insurance Policy in an amount not less than \$2,000,000 and shall name, as an additional insured, the Craigend Recreation and Agricultural Society under such policy. **The Lessee agrees to provide to the Owner, or its representative, a Certificate of Insurance evidencing the coverage, prior to being granted access to the facility, as defined in the Agreement.**
10. **Supervision:** Adequate supervision is to be provided by the lessee at all times with supervisors responsible for:
  - 11.1 Not allowing attendance of individuals who are conducting themselves in an inappropriate manner.
  - 11.2 Detaining or removing, from the facility, individuals conducting themselves in an inappropriate manner.
  - 11.3 Ensuring that all conditions outlined in rental agreement are maintained.
  - 11.4 Requesting assistance from the RCMP as deemed necessary.
  - 11.5 Keeping fire exits clear at all times.
  - 11.6 Keeping doors closed at all times allowing the air conditioning and heating systems to work efficiently
  - 11.7 Complete a thorough facility check to ensure no one is left in the building before locking up.
  - 11.8 Ensure that all doors and windows are secured before locking up.
  - 11.9 Turn off lights and equipment after use.
11. **Non-Smoking:** The Craigend Hall and Seniors Center are non smoking facilities at all times.
12. **Cannabis:** All Properties belonging to the Craigend Recreation and Agricultural Society are to remain Cannabis free.
13. **Key Issue/Return:** Keys are to be picked up from the facilitator at a mutually agreed date and time. Keys are to be returned the following day to the facilitator at a mutually agreed upon time between the lessee and the facilitator.
14. **Catering:** Any catering requirements must be negotiated with the lessor. The caterer must complete an inventory check prior to use of the kitchen at a mutually agreed upon time with the facilitator. Caterers are required to comply with Public Health Regulations and Requirements. **Kitchen items are not to be removed from the facility: lessee is to provide their own containers to remove food from premises.**

**Clean up**

1. **Garbage:** Litter from all areas is to be picked up and put in garbage bins. It is to be removed from hall and deposited in appropriate container.
2. **Floors:** Sweep floors and mop any spills and dirty areas using appropriate cleaning supplies.
3. **Tables and Chairs:** Tables and chairs are to be wiped and returned to the appropriate carts and storage areas.
4. **Bathrooms:** Left tidy and garbage removed.
5. **Bar:** Empty cooler and wipe up spills, wash counters and sinks.
6. **Kitchen:** Must be properly cleaned. The lessee is responsible for washing and putting away all dishes, pots and pans, coffee pots, utensils, etc. Counter tops, carts, tables, workstations, stoves and ovens are to be left clean. Kitchen floor is to be washed using appropriate cleaning supplies.
7. **Dishwasher:** Basket is to be emptied and washed out. Dishwasher racks are to be stacked and stored in appropriate area.
8. **Towels, Aprons, Oven mitts:** Leave in the laundry basket in the kitchen for the facilitator to launder. Should an item be discarded please note this and it can be replaced.



# CRAIGEND RECREATION AND AGRICULTURAL SOCIETY

## Facility Rental Agreement



Host Liquor Liability Received Yes      No

Cheques payable to: Craigend Recreation and Agricultural Society, Box 1961, Lac La Biche, AB, T0A 2C0

### **Craigend Hall Clean Up Check List**

1. All Garbage has been taken out and placed in the appropriate bin.
2. All dishes, pots, pans, coffee pots, etc. have been washed and returned to the proper storage areas.
3. All counter tops, stainless steel counters, carts, tables, sinks, stove and ovens have been cleaned.
4. Kitchen coolers emptied and wiped down and all food removed from the facility. Dirty tea towels, dish rags and aprons placed in laundry basket.
5. Bar has been cleaned, cooler emptied and wiped down.
6. Bathrooms tidied and garbage has been removed to outdoor bin.
7. Hall Floor must be swept and spills mopped.
8. Tables have been wiped and placed on carts and stored away.
9. All chairs have been placed on carts and stored away.
10. Parking lot cleaned and garbage placed in garbage bin.
11. Back Deck cleaned and garbage placed in garbage bin.