



**COMMUNITY HALL  
610 2<sup>ND</sup> AVENUE  
2021 RENTAL AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2021

BETWEEN: TOWN OF BASSANO (hereby referred to as "the Releasees")  
BOX 299  
BASSANO, AB T0J 0B0

**AND**

NAME: \_\_\_\_\_ (hereby referred to as "the User")

ADDRESS \_\_\_\_\_

PHONE NO: \_\_\_\_\_

In consideration of the Town of Bassano permitting the User to use the Facility the User agrees as follows:

1. The User does hereby release, remise and forever discharge, and agrees to indemnify and save harmless the Town of Bassano, its Councillors, officers, executives, directors, officials, employees, agents, servants and representatives (hereinafter referred to as "the Releasees") from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, however caused, arising out of or in connection with or during the use of the Facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any of them.
2. The User waives any and all claims the User has or may have in the future against the Releasees.
3. The User agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.
4. The User, including its officers, volunteers, agents, employees, invitees, officials, players, coaches, trainers and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility.
5. The User is hereby notified that their booking/reservation may be cancelled due to an emergent event where in the facility is required to act as an emergency shelter.

**INITIAL** \_\_\_\_\_

**Rental Requirements**

<input type="checkbox"/>	Full Facility-\$400.00 Damage deposit required
<input type="checkbox"/>	Main Hall with Kitchen for Meetings (Lunch)
<input type="checkbox"/>	Main Hall with Kitchen for Meetings (Dinner)
<input type="checkbox"/>	Meeting Room
<input type="checkbox"/>	Funeral Reception
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Set up day before (After 5:00 pm day before is free)
<input type="checkbox"/>	Projector or Sound Equipment

- **OCCUPANCY LOAD-MAXIMUM IS 100 PERSONS (DUE TO COVID-19). OCCUPANCY MAY BE LOWERED DUE TO GOVERNMENT OF ALBERTA PUBLIC HEALTH RESTRICTIONS AND GUIDANCE.**
  - Payment required in full upon booking the facility. Tentative dates can be held until booking requirements are completed.
  - Full facility rental - An inspection will be done after the event and the deposit will be refunded if inspection is satisfactory.
  - Keys must be returned to the office immediately following the function. A drop off slot is available at the main doors of the Town Office. If keys are not returned the cost of replacing the lock will be charged to the User and deducted from the damage deposit.
  - **The User WILL be billed for any extra cleaning required to get hall back to its original condition.**
  - Any damage that occurs is the responsibility of the User.
  - Cleanup must be completed by 12:00 p.m. the next day.
  - Cancellation: 7 days' notice is required for full facility rentals. If you cancel within the 7 days, a \$50.00 administration fee shall be applied.
- 6. Contents from the Community Hall must not be removed at any point in time.**
7. Wireless internet network is available at the hall for the public. Choose network Hall – Guest and click accept on the Terms and Conditions page to connect.

INITIAL \_\_\_\_\_

**DECORATIONS:**

- Must be free standing, **NO** confetti, glitter, rice, staples, or tacks allowed on the walls or ceiling or floors.

INITIAL \_\_\_\_\_

**DOORS:**

1. Doors must be kept closed at **ALL TIMES**

INITIAL \_\_\_\_\_

**NO SMOKING IN THE COMMUNITY HALL:**

- The Hall is a non-smoking facility as per the Province of Alberta's Tobacco Reduction Act Statutes of Alberta 2005 Chapter T-3.8

INITIAL \_\_\_\_\_

**GENERAL CLEAN UP DUTIES:**

- **Follow COVID-19 Facility Specific Cleaning requirements.**
  - Wipe and stack tables and chairs and move to designated areas (see attached facility layout diagram)
  - Sweep all used areas and spot mop any spills
  - Take out all garbage (**bins located at the back doors past the walk-in cooler**) and please remove all recycling items. A recycling depot is located at 702 1<sup>st</sup> Avenue
  - If using the stage dressing rooms please leave in a neat and tidy manner
7. Please ensure bathrooms are left tidy and ensure sinks are turned off and that toilets are not running.

INITIAL \_\_\_\_\_

**KITCHEN RESPONSIBILITIES:**

- **Follow COVID-19 Facility Specific Cleaning requirements.**
  - Wipe stoves, convection oven, sinks and counters in the kitchen and sweep floors.
  - All food must be removed from cooler, ovens & freezers. Remaining food will be disposed of.
  - Ensure all dishes & utensils are properly placed back in their designated areas.
  - Put all used tea towels in designated tubs.
  - At the end of your function, please turn off the walk-in cooler. **The switch is located inside the cooler.**
8. Turn dishwasher off and ensure it is clean as per posted instructions.

INITIAL \_\_\_\_\_

**BAR RESPONSIBILITIES:**

- **Follow COVID-19 Facility Specific Cleaning requirements.**
- Wipe countertops, sweep and spot mop any spills.
- Remove all beverages, condiments and empty bottles.
- A liquor licence and Party Liquor Liability Insurance (PAL) may be required if serving alcohol

- [Liquor licences | AGLC](#)
- [palcanada.com](#)

INITIAL \_\_\_\_\_

**BEFORE LEAVING THE COMMUNITY HALL ENSURE THE FOLLOWING:**

- **Follow COVID-19 Facility Specific Cleaning requirements.**
- Turn off all lights (including bathrooms & dressing rooms).
- Lock doors-Check all exits to make sure all doors are closed properly.
- Report items to the Town Office that need to be fixed, replaced or purchased.
- If any damages occurred to the building or its contents, please notify the Town Office.

INITIAL \_\_\_\_\_

The User has read this document and agrees to be bound by its terms. The User further understands that it is compulsory and mandatory that this document be fully completed and signed as a condition precedent to the lease of the Facility.

**It is unknown how the COVID-19 pandemic will evolve over time and what impact this will have on our local community. This agreement is subject to change. User(s) may be required to sign a new agreement if amendments are made.**

**Any bookings may be revoked by the DEM, AHS, or the Government of Alberta at any time. User(s) will be notified if there booking has been cancelled as soon as possible.**

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Town Employee

Rental	\$	_____	
Set up	\$	_____	
Damage Deposit	\$	_____	
Projector Rental	\$	_____	
<b>TOTAL</b>	<b>\$</b>	<b>_____</b>	
Keys	\$	No. of Keys	_____ Maximum (2)
Caterer	\$	Name	_____

Caterer has Business License?	Yes	<input type="checkbox"/>	Requires	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Food handling Information Provided	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Liquor at function?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

**ATTACHMENTS:**

1. APPENDIX A: Facility Layout Diagram

APPENDIX A: Hall Facility Layout Diagram



Legend			
	Space Available for Use		Emergency Exits
	Food Preparation and Refrigeration for Use		Fire Pull Station
	Washrooms		Fire Extinguishers
	Town Staff ONLY		AED
	Garbage		Wheelchair Automatic Doors