



COMMUNITY HALL
610 2ND AVENUE
RENTAL AGREEMENT

This Agreement made this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_
(Today's date)

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, howsoever 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.

Rental Requirements

Table with 2 columns: Rental Item, Description. Items include: Full Facility (\$400.00 Damage deposit required), Main Hall with Kitchen for Meetings (Lunch), Main Hall with Kitchen for Meetings (Dinner), Funeral Reception, Meeting Room, Kitchen, Set up day before (After 5:00 pm day before is Free), Projector or Sound Equipment Rental.

- OCCUPANCY LOAD-MAXIMUM 300 PERSONS IN FACILITY
• Payment required in full upon booking the facilities
• 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 on next business day 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
- **The User WILL be billed for any extra cleanup 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, \$50.00 of your damage deposit will be forfeited
- **Contents from the Community Hall must not be removed at any point in time.**

#### **DECORATIONS:**

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

#### **DOORS:**

- All doors must be kept closed at **ALL TIMES**

#### **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

#### **GENERAL CLEAN UP DUTIES:**

- Wipe and stack tables and chairs and move to designated areas (see attached site plans)
- 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
- Please ensure bathrooms are left tidy

#### **KITCHEN RESPONSIBILITIES:**

- Wipe stoves, convection oven, sinks and counters in the kitchen and sweep floors
- All food must be removed from cooler, ovens & freezers. **Any food left will be disposed of by the janitorial staff.**
- 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**
- Turn dishwasher off and ensure it is clean as per posted instructions

#### **BAR RESPONSIBILITIES:**

- 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

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

- Turn off all lights (including bathrooms & dressing rooms)

#### **HEAT & AIR CONDITIONING CONTROLS:**

- Ensure that you return setting for either heat or air conditioning to 22C and set in "**auto**" position
- Air Conditioning control is located on the TOP RIGHT HAND CORNER of the thermostat  
Heat control is located on the TOP LEFT HAND CORNER of the thermostat (**See diagram for locations**)
- 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

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.

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

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

Event Date \_\_\_\_\_

Rental \$ \_\_\_\_\_

Set up \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_

Projector Rental \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

# of Keys Maximum (2) \_\_\_\_\_

Name of Caterer \_\_\_\_\_

Caterer has Business License? Yes  Requires  Exempt

Food handling Information Provided Yes  No

Liquor at Function? Yes  No

Copy of Liquor License provided? Yes  No

Copy of Event Liability Insurance provided? Yes  No