



Recreation & Community Services Department

502 – 2nd Avenue | P.O. Box 299

Bassano, Alberta T0J 0B0

403-641-3788

assistant@bassano.ca



“Making Ideas Happen”

Community Hall Rental Agreement

610 - 2nd Avenue (the Facility)

This Agreement made this _____ day of _____, 20____, for the rental
date _____ day of _____, 202____.

BETWEEN:

TOWN OF BASSANO

(hereby referred to as “the Lessor”)

AND

(hereby referred to as “the User”)

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

BEAUTIFY | BUILD | BENEFIT

www.bassano.ca

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 the facility is required to act as an emergency shelter.

INITIAL____

Rental Requirements

	Full Facility = \$400.00 damage deposit required
	Main Hall with Kitchen for Meetings (Lunch)
	Main Hall with Kitchen for Meeting (Dinner)
	Main Hall Only (no kitchen)
	Funeral Reception
	Kitchen only
	Set up day before (after 5:00 pm day before is free)
	Projector or Sound Equipment

OCCUPANCY LOAD – MAXIMUM IS 299 PERSONS. OCCUPANCY MAY BE LOWERED DUE TO GOVERNMENT OF ALBERTA PUBLIC HEALTH RESTRICTIONS AND GUIDANCE.

- Payment is 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 the 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 the Facility back to its original condition.

- Any damage that occurs is the responsibility of the User.
- The clean-up must be completed by 12:00 p.m. the next day.
- Cancellation: 7 days' notice is required for the full facility rentals. If you cancel within the 7 days, a \$50.00 administration fee shall be applied.

BEAUTIFY | BUILD | BENEFIT

www.bassano.ca

6. Contents from the Facility must not be removed for any reason. INITIAL_____

7. Wifi is available at the Facility for public use. Choose the Hall Guest network to accept the Terms and Conditions page to connect.

DECORATIONS

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

DOORS

- Doors must be kept closed at ALL TIMES INITIAL_____

NO SMOKING IN THE FACILITY

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

GENERAL CLEAN UP DUTIES

1. Follow COVID-19 Facility Specific Cleaning Requirements.
2. Wipe and stack tables and chairs and move to designated areas (see attached Facility layout diagram).
3. Sweep all used areas and spot mop any spills.
4. Take out 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 - 1st Avenue.
5. If using the stage dressing rooms, please leave in a neat and tidy manner.
6. Please ensure bathrooms are left tidy and ensure sinks are turned off and that toilets are not running.

INITIAL_____

KITCHEN RESPONSIBILITIES

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

INITIAL_____

BAR RESPONSIBILITIES

1. Follow COVID-19 Facility Specific Cleaning requirements.
2. Wipe countertops, sweep and spot mop any spills.
3. Remove all beverages, condiments, and empty bottles.
4. A liquor license and Party Liquor Liability Insurance (PAL) may be required if serving alcohol, with a copy of the insurance provided to the Lessor with the Town of Bassano listed as an additional named insured. INITIAL_____

BEFORE LEAVING THE FACILITY ENSURE THE FOLLOWING

1. Follow COVID-19 Facility Specific Cleaning requirements.
2. Turn off all lights (including bathrooms and dressing rooms).
3. Lock all doors – check all exits to make sure all doors are closed properly.
4. Report items to the Town Office that need to be fixed, replaced, or purchased.
5. 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 booking may be revoked by the Director of Emergency Management, Alberta Health Services, or the Government of Alberta at any time. User(s) will be notified if their booking has been cancelled as soon as possible with a full reimbursement of rental fees.

User Signature

Rental Fee \$ _____
Set Up \$ _____
Damage Deposit \$ _____
Projector Rental \$ _____
TOTAL \$ _____

Number of keys issued (max 2) _____

User Signature

Name of Caterer _____
Caterer has business license (Y/N) _____
Food handling information provided (Y/N) _____
Liquor at function (Y/N) _____
PAL Insurance provided _____

ATTACHMENTS

1. APPENDIX A: Facility Layout Diagram

BEAUTIFY | BUILD | BENEFIT

www.bassano.ca

APPENDIX A: Facility Layout Diagram

