



Policy Title	Bassano Community Hall – Rental Rates
Authority	Administration
Approved (Dates/M#)	April 11, 2023 (M# TOB76/23)
Policy Number	P-TOB74/003-23
Review	November 1 Annually
Reviewed by/date	April 11, 2023

Policy Statement

To establish rental rates for the Bassano Community Hall.

Definitions

Administration – means a member of the administrative team of the Town.

Campground – means the Bassano Homecoming Campground located at 605 – 2nd Avenue.

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Facility – means the Community Hall located at 610 – 2nd Avenue.

Greenspace – means the grass and treed area directly east of the Facility.

Town - means the incorporated municipality of Bassano.

Rental Contract – means the agreement used to rent the Facility, as Schedule 'A'

User – means a person(s), club, organization, or entity that rents the Facility.

Responsibility

It is the responsibility of the CAO to ensure this policy is implemented.

Process

1. The Town shall maintain the Facility, Greenspace, and Campground to allow for rentals.
2. Users shall pay the established rental rate for the use of the Facility, Greenspace, and Campground.
3. Users must have a Facility Rental Contract with the Town and pay the established fees prior to the use of the Facility.
4. Use of the Facility includes an open Wi-Fi network, the projector, sound system, chairs, and tables, where applicable.

5. A Damage Deposit equal to the rental rate shall be applied for any function that is serving alcohol, is considered a party, celebration, or for a weekend rental as these events increase the probability of damage to the Facility.
6. Full payment of the Facility (and damage deposit, where applicable) is due upon execution of the Rental Contract to confirm a booking.
7. Cancellation of the Facility rental can be made at any time.
 - a. A full-refund will be granted if cancellation occurs a minimum of seven days prior to the Facility rental pending a written request for cancellation is made to the Town, excluding a \$50.00 administration fee. The written request may be an email to Town Administration.
 - b. A partial refund of 25 percent of the rental rate will be granted if cancellation occurs zero to six days prior to the Facility rental pending a written request for cancellation is made to the Town. The written request may be an email to Town Administration anytime prior to the date of rental.
 - c. A refund will not be provided if the User is a no-show and does not follow the methods to request cancellation outlined in 7a and 7b above.
 - d. The full damage deposit will be re-imbursed if a cancellation occurs at the Facility, where applicable.
8. To promote the use of the Facility, Greenspace, and the Campground for functions, a combined weekend rate is available. The Campground has its own established rate schedule that applies in all other cases and is rented on a first come first served basis.
9. A one-time reduction of any rental rate shall be at the discretion of Council and must be submitted to the CAO in writing.

Rental Rates

<i>Weekend Rates</i>	
Full Weekend Rate including Greenspace (Friday - Sunday)	\$ 800
Access Friday at noon for set-up, access until noon on Sunday	
Option for Additional Day (Long Weekends Only)	\$ 300
Full Weekend Rate including Campground and Greenspace (Friday - Sunday)	\$ 1,450
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15+units - layout must ensure public safety and accessibility)	
Option for Additional Day (Long Weekends Only)	\$ 450
<i>All Other Rates</i>	
Hourly Rates	
Kitchen Only	\$ 150
Daily Rates	
Main Hall without Kitchen/Bar	\$ 350
Main Hall with Kitchen/Bar	\$ 500
Funerals	\$ 175
Greenspace when booked	\$ -
<i>*GST Included in Rental Rates</i>	

Actions

1. Policy TOB 300.2 Bassano Community Hall Fee Schedule is hereby rescinded.

Attachments

1. Schedule 'A'

END OF POLICY

Schedule 'A'

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 Contract

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

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Schedule 'A'

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 Weekend Rate including Greenspace (Friday – Sunday) = \$800 Option for additional day (long weekends only) + \$300
	Full Weekend Rate including Campground and Greenspace (Friday – Sunday) = \$1,450 Option for additional day (long weekends only) + \$450
	Daily Rate – Main Hall without Kitchen/Bar = \$350
	Daily Rate – Main Hall with Kitchen/Bar = \$500
	Daily Rate – Funerals = \$175
	Daily Rate – Greenspace = \$0
	Hourly Rate – Kitchen Only = \$150
	Damage Deposit = totals rental rate (charged for any function offering alcohol, event considered a party, celebration, or for weekend rental).
The above rates include GST.	

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

- Payment is due in full upon execution of the Rental Contract, this includes a damage deposit, where applicable.
- Full facility rental – an inspection will be done after the event and all or part of the damage deposit will be refunded if the inspection is satisfactory.
- Keys must be returned to the Town 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.

Schedule 'A'

- The clean-up must be completed by 12:00 p.m. the next day.
6. Cancellation Policy – cancellation of the Facility rental can be made at any time.
 - a) A full-refund will be granted if cancellation occurs a minimum of seven days prior to the Facility rental pending a written request for cancellation is made to the Town, excluding a \$50.00 administration fee. The written request may be an email to Town Administration.
 - b) A partial refund of 25 percent of the rental rate will be granted if cancellation occurs zero to six days prior to the Facility rental pending a written request for cancellation is made to the Town. The written request may be an email to Town Administration anytime prior to the date of rental.
 - c) A refund will not be provided if the User is a no-show and does not follow the methods to request cancellation outlined in 6a and 6b above.
 - d) The full damage deposit will be re-imbursed if a cancellation occurs at the Facility, where applicable. **INITIAL**_____
 7. Contents from the Facility must not be removed for any reason. **INITIAL**_____
 8. 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).

Schedule 'A'

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 coolers, 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. **An AGLC 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 damage occurred to the building or its contents, please notify the Town Office.

INITIAL _____

Schedule 'A'

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.

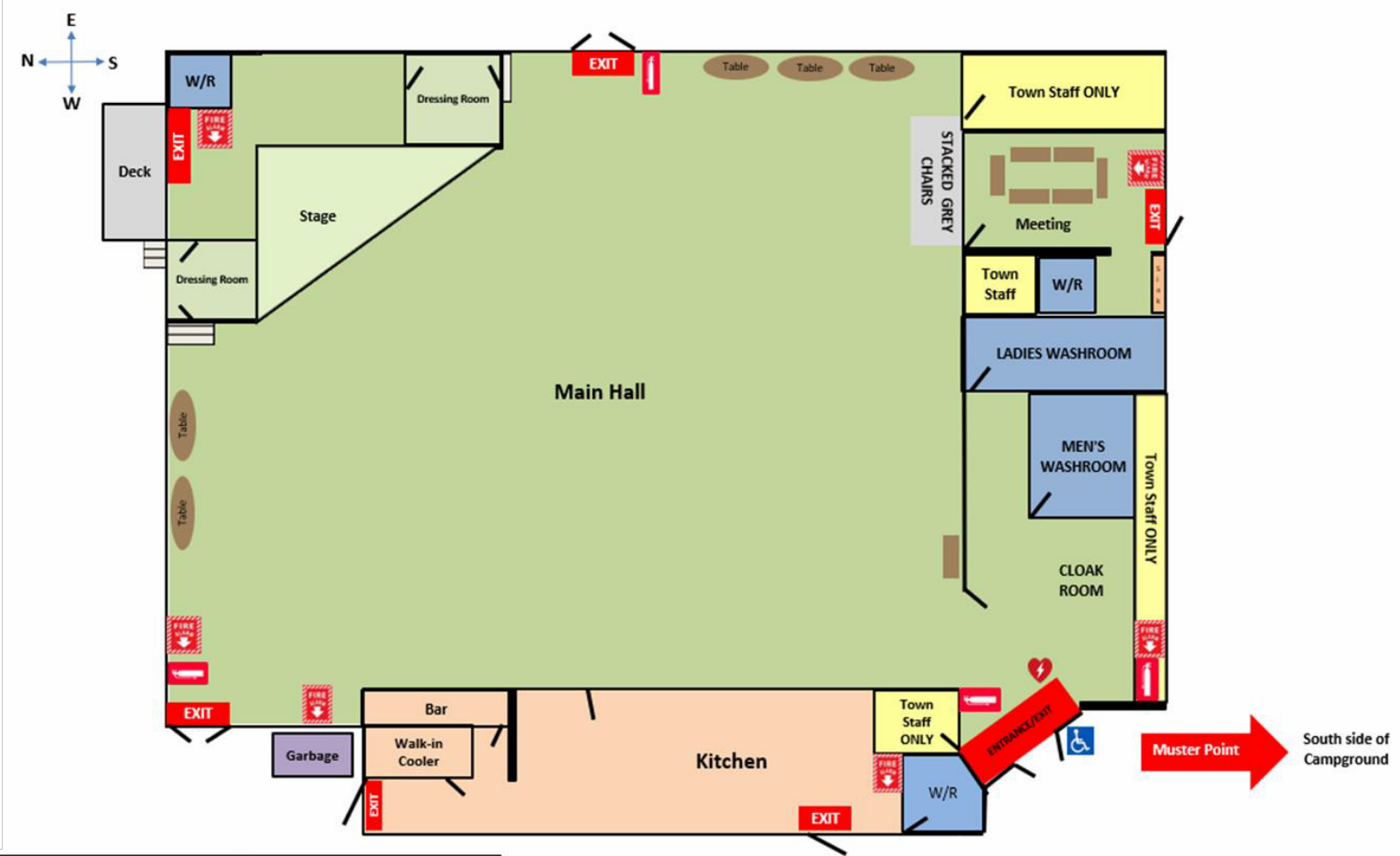
<p>_____</p> <p>Signature</p> <p>Rental Fee \$ _____</p> <p>Damage Deposit \$ _____</p> <p>TOTAL \$ _____</p> <p>Number of keys issued (max 2) _____</p>	<p style="text-align: right;">_____ User</p> <p>User Signature</p> <p>Name of Caterer _____</p> <p>Caterer has business license (Y/N) _____</p> <p>Food handling information provided (Y/N) _____</p> <p>Liquor at function (Y/N) _____</p> <p>PAL Insurance provided _____</p>
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ATTACHMENTS

1. APPENDIX A: Facility Layout Diagram

Schedule 'A'

APPENDIX A: 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