

MANNVILLE RECREATION CENTRE

FACILITY RENTAL AGREEMENT

Event is confirmed ONLY upon receipt of the Facility Rental Agreement and Deposit

Name of Event: _____

Contact Person: _____ Organization _____

Address: _____

Email Address: _____ Fax _____

Telephone: _____ Cell: _____

Caterer: _____

Area requested: Hall Bar Kitchen

Date(s) of event: _____ Time (incl. set-up and take-down): _____

Number of guests: _____ Brief description of the event (attach a separate sheet of paper if needed)

Equipment and furnishings required (Licensee is responsible for all set up of equipment and furnishings required for their event)

A reservation/damage deposit in the form of a \$250.00 cheque made out to the Mannville & District Agricultural Society **must accompany this request**. Payment in full must be received 7 days prior to event. Please refer to the Terms and Conditions Sheet regarding the cancellation policy.

The Mannville & District Agricultural Society hereby grants _____ (herein after called the Licensee) permission to use the facilities as outlined, subject to the terms and conditions of the Agreement and affiliated documents contained herein and attached hereto all of which form part of this agreement.

The undersigned has read, and on behalf of the Licensee, agrees to be bound by this agreement and the terms and conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

All functions serving liquor are required to purchase general liability insurance and must include Mannville & District Agricultural Society and Village of Mannville as additional insurers. Proof of insurance will be required prior to obtaining keys.

PERSON RESPONSIBLE FOR EVENT: _____ Signature: _____

Administration use only

Deposit received Cheque from: _____ Cash \$ _____ Date Paid: _____

Confirmation of Booking By: _____ Date _____

Rental Fees _____

Date Rec'd _____

Balance _____ Paid in full _____

Terms and Conditions of Facility Rental Agreement

The Mannville & District Agricultural Society reserves the right, entirely at its discretion, to accept or reject any application for the use of any facility or area under its jurisdiction.

1. The complete control of the facility and equipment shall at all times remain in the Mannville & District Agricultural Society through its management, supervisory, custodial and maintenance employees, excluding contents supplied by the LICENSEE or its members.
2. The LICENSEE shall obey and observe all laws, by-laws and regulations of the Village of Mannville, the Province of Alberta, and the Government of Canada
3. LICENSEE personally, and jointly and severally, agrees to indemnify and hold harmless the Mannville & District Agricultural Society harmless from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises or the occupancy or use by the Licensee of the leased premises, or any part thereof, or occasioned wholly or in part by any act or omission of the Licensee or by anyone permitted to be on the leased premises by the Licensee. If the Mannville & District Agricultural Society shall, without fault on its part, be made a party to any litigation commenced by or against the Licensee, then the Licensee shall protect, indemnify and hold the Mannville & District Agricultural Society harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Mannville & District Agricultural Society in connection with such litigation. The Licensee shall also pay all costs, expenses and legal fees that may be incurred or paid by Mannville & District Agricultural Society in enforcing the terms covenants and conditions of this Agreement, unless a court of law shall decide otherwise.
4. **The LICENSEE shall obtain and maintain general liability insurance at it's own expense satisfactory to the Mannville & District Agricultural Society. The Mannville & District Agricultural Society and Village of Mannville must be included as additional insurers. A copy of the insurance will be required prior to obtaining keys.**
5. The LICENSEE is responsible for arranging their catering service.
6. The LICENSEE or affiliated caterer shall clean the rental space in its entirety following completion of the event to the satisfaction of the Mannville & District Agricultural Society as outlined in Schedule "A".
7. It is further agreed that the Mannville & District Agricultural Society reserves the right to terminate this agreement, to claim all costs of breach against the LICENSEE, to prosecute or suspend, or otherwise penalize the LICENSEE or other representatives for violation of the conditions contained herein.
8. **The LICENSEE shall ensure:**
 - That the maximum number of persons using the facilities shall not exceed the approved capacity of the facility in use.
 - That law and order is preserved.
 - That no alcoholic beverages will be permitted on the premises unless expressly provided herein.
 - That vehicles will only be parked on facility grounds designated parking areas only.
 - That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this agreement.
 - That confetti is not permitted on the premises of the Mannville Recreation Centre
 - During the event and at the end of the event, all garbage must be removed from the kitchen, washrooms and other common areas of the building that were utilized.
 - That any broken glass, food or beverage spills that may result in personal injury or damage to the facility or furnishings are attended to immediately.
 - The washrooms utilized are left in reasonably clean condition.
 - That all items brought in for the event shall be removed from the facility by the end of the event, unless expressly provided herein.
9. The LICENSEE shall be financially responsible to the Mannville & District Agricultural Society in respect of any or all property damage or vandalism arising out of the use of the facility or area granted under this agreement. Minimum charge for damage is \$50.00.
10. The Licensee shall forfeit the damage deposit if the Facility Rental Agreement is cancelled within 14 days of the event. Damage Deposit (if any) will be refunded when building keys are returned.

FOR ALCOHOL AND GAMING COMMISSION SPECIAL OCCASION PERMIT HOLDERS

- A) Alcoholic beverages may be sold or served free under the authority of a SPECIAL OCCASION PERMIT. All alcoholic beverages must be removed from the service area within one half hour after expiry of the Alcohol and Gaming Commission permit
- B) Except where there is an adequate supply of food to serve to the persons attending the event NO ALCOHOLIC BEVERAGES shall be sold or served under the authority of the SPECIAL OCCASION PERMIT.
- C) Only alcoholic beverages authorized on the permit are to be consumed and it is the responsibility of the permit holder to see that no alcoholic beverages are brought in through any other sources than those specified on the permit.
- D) It is an offence to serve alcoholic beverages to any person under the age of 18 years and it is the responsibility of the permit holder to ensure minors are not served.
- E) It is the responsibility of the permit holder and his assistants, or his delegates, to ensure that no drunkenness is caused or brought about through the operation of the permit, and to ensure the safe departure of the guests.
- F) The permit holder must be present until the closing of the bar.
- G) Permits should expire no later than 1:00 a.m. and the facility vacated by 3:00 a.m.
- H) The Licensee must ensure that guests do not take alcoholic beverages out of the licensed area.
- I) At all times the bar must be staffed by at least one person who has been ASIP certified
- J) We require that the Alcohol and Gaming Commission permit be obtained by the licensee or the caterer one week prior to the function. A copy must be delivered to the Mannville & District Agricultural Society administration offices, and one copy must go to the bartenders for display during the function.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE LICENSEE TO ENSURE THAT THE CATERER AND ALL PERSONNEL PERTAINING TO THE EVENT ARE AWARE OF AND LIKEWISE ABIDE BY THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT.

Thank you for choosing to utilize our facility.

We would request that you leave areas used as clean as you found them and to that end have listed below cleaning expectations.

**“SCHEDULE A”
General Cleaning Instructions**

- All garbage is to be collected and put in plastic bags. Bags are to be put in dumpster located outside of the building at the west entrance. All cardboard boxes to be flattened and neatly stacked outside west kitchen door in the hallway.
- All decorations that have been put up are to be removed.
- All floors in the main hall and hallways are to be cleaned of all debris (ie. napkins, glasses, food, etc.)
- All tables are to be wiped off and left standing.
- Chairs are to left unstacked.
- Washrooms to be left in reasonably clean condition.
- All kitchen appliances are to be cleaned and all dishes are to be washed. The fridge and coolers are to be left clean and all sinks wiped down.
- Coffee machine is to be cleaned.
- Kitchen floor to be wet mopped.
- Teatowels are to be left in plastic pail.
- Any leftover food must be gone by – 12 noon on Monday for weddings and Sunday for other weekend functions as the cooler will be shut off at these times.
- All doors are to be locked and all lights are to be turned off when leaving the hall.
- It is the responsibility of the Licensee to report any damages to the hall or contents.
- Any additional cleaning that is required will be charged at the rate of \$25.00 per hour and deducted from the deposit paid.

For your information – our facility's environment (heating, air conditioning, etc.), our kitchen cooler, the bar machine are all controlled by computer. Our hall temperature is set at 18.5 degrees.

IF YOU HAVE ANY QUESTIONS OR CONCERNS YOU CAN CONTACT:

Village Office - 763-3500 or

LYNN - 853-0494

MANNVILLE RECREATION CENTRE
USER REQUIREMENTS FOR STAFF

Date of Event: _____

Area Required: HALL _____ KITCHEN _____ BAR _____

Type of Event (i.e. Wedding, church supper, etc.) _____

_____ Expected Number of People

We have available 45 (30 x 96") rectangle tables, 30 (60") round tables, 4 (30 x 48") rectangle tables, approx. 450 grey plastic chairs, a portable stage (12" high, 8 sections 4' x 8'), a PA system, and two viewing screens.

The required number of tables and chairs are set out and it is the responsibility of the renter to set up the tables and chairs.

_____ Number of 30 x 96 rectangle tables _____ Number of 30 x 48 rectangle tables

_____ Number of round tables _____ Number of Chairs

_____ Stage – Size Where _____ PA System _____ Screens

When do you plan to set up for your event? _____

Our facility's environment is all controlled by computer so we need to know when the kitchen is needed so the coolers can be turned ON: _____ OFF

Coffee Machine On _____ Off _____

Alcohol Served: ___ Yes ___ No Will the bar machine be required? ___ Yes ___ No

Bar Coolers: Turned on: _____ Turned off: _____

Ice Machine will be turned on Fri am and shut off Sat afternoon. Separate from coolers.

Our hall temperature will be set at 18.5 degrees.

Sunday Event: _____ Air conditioning back on _____ Off _____

CONTACT PERSON: _____

CONTACT PHONE #: ___ (780) _____ HOME (780) _____ CELL

(780) _____ BUSINESS Email _____

Caterer: _____ Phone # _____

*Insurance Purchased: _____ Yes