

**RENTAL FEES**

- A. Lower Hall Only - \$100
- B. Main Hall Only - \$400
- C. Main Hall and Kitchen - \$550
- D. Extra preparation day in kitchen (e.g. Friday prep work) - \$150
- E. Wedding Package (Friday noon until Sunday 2:00 p.m.) - \$750 (one kitchen day)
- F. Wedding Package (as above with **two** kitchen days) - \$850
- G. Funeral (includes use of kitchen) - \$200; with chair set up - \$250

If Forestburg Community Caterers are used, deduct \$150 (does NOT apply to Funerals or Lower Hall Rent)

**CORKAGE REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_**

Pop, juice and glasses are invoiced on amount used (GST extra).

**IMPORTANT NOTE**

Renters may have access to the hall at 8 a.m. on the day of the rental, not before. All liquor sales must cease by 2 a.m. and function must cease by 3 a.m. Cleanup and building lockup to be completed by 6 a.m. For a Wedding Package (E or F), cleanup and building lockup to be completed by Sunday at 2 p.m. Funerals may set up chairs the day prior to the funeral provided no other bookings are in place.

**FORESTBURG COMMUNITY CENTRE IS A SMOKE FREE FACILITY**

**RENTER ACCEPTANCE OF RENTAL CONTRACT**

The undersigned acknowledges receipt of a copy of this contract and its conditions including the attached Procedures Schedule. In consideration of receiving the Community Centre key prior to the rental date and having paid the booking fee, the undersigned accepts the terms and conditions and agrees to be bound by same.

\_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_\_\_

Signature of Renter/s

## FORESTBURG COMMUNITY CENTER RENTAL FEES

This binding rental contract is between the Forestburg Community Center Association and: \_\_\_\_\_

Rental of Facility to occur on: RENTAL DATE(S) \_\_\_\_\_, 20 \_\_\_\_\_

Booking Date: \_\_\_\_\_, 20 \_\_\_\_ Contact phone #: \_\_\_\_\_

### **DAMAGE/LIABILITY**

The renter shall be held liable for any damages to the Forestburg Community Center Property or contents caused by the renter or their invitees that occur during the rental period, as well as for any further damages that result from the initial damage occurrence. Prior to the rental, the janitor will do a pre-rental inspection of the Forestburg Community Center. At their request, the renter can attend the pre-rental inspection.

Renters are responsible for all caterers, bar workers, or other groups and individuals who are hired for the renter's event. Keys are not be issued to any of these groups or individuals. It is the responsibility of the renter to give them access to the Forestburg Community Center.

### **ALCOHOL SERVICE AND SALES**

Service and/or sale of alcohol to minors is strictly prohibited by the Village of Forestburg and the Forestburg Community Center Association. By violating this condition, the RENTER assumes all criminal liability and sole civil liability for any damage, loss or injury resulting from the violation, and save the Village of Forestburg and the Forestburg Community Association harmless from any damage, loss or injury. Renter must purchase 'host liability insurance' for any event that serves alcohol.

### **DEPOSIT – VALIDATION OF CONTRACT**

A deposit (GST included) shall be charged (except funerals), refundable if the booking is cancelled within thirty (30) days of the above booking date. This deposit will be credited toward the rental fee upon completion of the rental agreement less any extra janitorial fees\* or Community Caterers' property loss\*\*, if incurred. This contract must be signed and/or initialed by the renter or an authorized representative in ALL designated areas and a deposit cheque (not post-dated) must be held by the Forestburg Village Office prior to rental date to validate this contract.

Deposit paid on \_\_\_\_\_, 20\_\_\_\_. Deposits as follows:

Lower Hall (A) \$50.00 \_\_\_\_\_ Complete main hall/hall only (B,C,D,E,F,G) \$150.00 \_\_\_\_\_

Funerals/no deposit required

# FORESTBURG COMMUNITY CENTER RENTAL FEES

## PROCEDURES SCHEDULE

(Renter to initial receipt of this schedule \_\_\_\_\_)

### HEATING/AIR CONDITIONING

Upon entry to building, flip switch to occupied and select number of people: 0 -150 or 150 and over.

### CLEANUP

Hall must be left in the same condition in which it was found. Tables must be wiped off with a damp cloth. Tables and chairs must be put back in standard layout as per diagram by washroom entrance for main hall. For lower hall, tables are to be in a U shape with 24 chairs at 8 tables.

**Kitchen must be returned to the same condition in which it was found.** Dishwasher (if used) must be drained and switched off. All garbage must be picked up bagged and taken to the dumpster across the street (adjacent to Curling Rink). Floors should be swept but not damp mopped except for spills which should be wiped up. Bathrooms are the responsibility of janitors except for spills which should be wiped up.

### DECORATIONS

No decorations may be attached to walls by tape, putty and /or pins. Decorations may be suspended from ceiling grid T-bars or 3M removable hooks. No confetti of any kind are allowed in the hall.

### CATERING

Is so desired, catering is available through Forestburg Catering Committee (contact Cindie Martz 780-582-3942). All Community Caterers' property -including kitchen equipment, pots and trays-is NOT to leave the building. If any items are found missing or damaged after the rental, the renter will be deemed liable and will be invoiced the replacement cost.

### LOCKUP

Before leaving the building, ensure all doors and windows are closed and locked. Double-check all exit doors. Ensure all lights are turned out. Ensure no fire hazards remain. Return heat/AC switch to unoccupied.

**FORESTBURG COMMUNITY CENTER RENTAL FEES**

**POST-RENTAL INSPECTION**

The janitor will assess the condition of the Community Centre after the function to determine whether the cleanup requirements have been met and if any damages or losses have incurred during rental. If any of the above occurs, RENTER will reimburse the Forestburg Community Centre Association after a re-assessment made by at least 3 members of the board.

**POST-RENTAL INSPECTION REPORT**

Passed: \_\_\_\_\_

Signature of Janitor

Failed: \_\_\_\_\_

Signature of Janitor

**Reasons for failure:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees or Damages Assessed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELEASE OF CONTRACT**

This certifies that the renter has paid all fees, including deposit, rental fees, corkage, extra janitorial fees, damages and loss, and has returned the Forestburg Community Centre key to the Village of Forestburg Office thereby releasing the renter of any further liability.

\_\_\_\_\_ for the Forestburg Community Center Association \_\_\_\_\_, 20\_\_

Signature of Forestburg Community Assoc. Center Representative

Date