



Town of Vermilion

CR CODE: _____

5021—49 Avenue Vermilion, AB T9X 1X1
Phone: 780-853-5358 Fax: 780-853-4910

FACILITY RENTAL AGREEMENT

Vermilion Regional Centre

Area: _____

Rental Party (Lessee): _____

Application Date: _____ Person in charge of event: _____

Telephone (Work): _____ (Home): _____ (Fax): _____

Mailing/Billing Address: _____

Type of Function: _____ No. of people expected: _____

Date(s) of function: _____ Time of Function: From: _____ To: _____

Is alcohol being served at the function? Yes No (If yes please complete the reverse side of this form)

Rental Fee: _____	Damage Deposit (if applicable): _____
GST: _____	Receipt #: _____
Total: _____	Key Deposit (if applicable): _____
Receipt #: _____	Receipt #: _____

Note: Entire Rental Fee plus GST must be paid in full before the booking is confirmed.

The Renter (Lessee) agrees to the following conditions:

1. Lessee must pay the cost of all damages as a result of their function at the facility.
2. Lessee is responsible for all who enter the facility during the rental.
3. Lessee is responsible for providing security during the function.
4. The Lessor is not responsible for any theft or damage to the Lessee's property in the facility.
5. The facility is not to be used for dormitory purposes.
6. The Lessee must clean up following the function. Please leave the facility in the condition that you would expect to find it when you arrive for a rental. Costs for extra cleaning after a rental may be charged to the Lessee at the rate of \$20.00 per man hour.
7. The Lessee must pick up and sign for a key at the Town Hall during regular office hours. A deposit of \$20.00/key will be charged and refunded upon return of the keys.
8. A \$200.00 damage deposit plus \$20.00/key deposit is required to secure all major event and multiple day bookings. The deposits will be returned following the rental at the earliest time possible. Any damages or cost for replacing lost keys will be deducted from the deposit amount(s). The damage deposit & key deposits will be cashed to secure the rental.
9. All booking cancellations require 7 days advance notice. If less than 7 days notice is given the Lessee may be charged for the rental.
10. Pepsi Products must be used, failure to comply will result in damage deposit and key deposit being cashed.
11. No Confetti of any kind used in the facility.
12. Votive candles are allowed but only in rose bowls.
13. Wall decorations can only be secured with sticky tack, no pins, staples, nails or tape allowed.

I, the undersigned, as the "person in charge of the event" have read, fully understand and agree to comply with all of the above. Any questions that I may have regarding my booking have been explained to my satisfaction. Furthermore, I agree to take full responsibility for the group I am representing, according to these regulations and guidelines.

Signature of Person in Charge

Signature of Community Services Department Representative

For Office Use Only:	Date Rec'd	Initial
L. Liability Insurance		
Liquor License		

The following must be completed when alcohol is being served during the rental. **Proof of liquor liability insurance and copy of the liquor license must be provided and attached to this form.**

Date(s) of Event: _____

Hours of liquor service: From: _____ am/pm to: _____ am/pm

Number of guests attending the event: _____

Service location (the **exact location** must be defined): _____

Please describe how adequate supervision will be provided during the event in order to prevent over consumption and service to minors:

Name of insurance broker where liquor liability insurance was purchased: _____

Condition of Liquor Service:

1. Proof of one million dollars of liquor liability insurance coverage must be provided when alcohol is being served at the function
2. A copy of the liquor license must be provided.
3. Alcohol may be consumed **only** in the "Service location" (Regional Centre Hall).
4. The Vermilion R.C.M.P. detachment must be made aware that liquor is being served at an event.
5. Violations of this policy shall result in immediate suspension of booking privileges. Reinstatement of booking privileges shall be reviewed by the Vermilion and District, Parks, Recreation and Culture Board.

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Signature of Person in Charge

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