



# FACILITY RENTAL AGREEMENT VERMILION REGIONAL CENTRE

CR CODE:

www.vermilion.ca | 5021 - 49 Avenue | Vermilion, Alberta | T9X 1X1 | T 780 853 5358 | F 780 853 4910

Vermilion Regional Center is located at 5702 College Drive

Area: \_\_\_\_\_

Rental Party (Lessee): \_\_\_\_\_

Application Date: \_\_\_\_\_ Person in charge of event: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ (Fax): \_\_\_\_\_

EMAIL: \_\_\_\_\_

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)

Name of Caterer: \_\_\_\_\_ Cell: \_\_\_\_\_

Make Cheques payable to Town of Vermilion

<b>Kitchen Rent</b>	_____	<b>Hall Rent</b>	_____	<b>Renter to confirm with Pepsi</b>	_____
<b>Projector Rent</b>	_____	<b>All Rentals:</b>	_____	<b>Damage Deposit (if applicable):</b>	_____
<b>Club Room?</b>	_____	<b>GST:</b>	_____	<b>Receipt #:</b>	_____
<b>Wine Glasses</b>	_____	<b>Total Fees:</b>	_____	<b>Key Deposit (if applicable):</b>	_____
<b>Set-up/Take Down Fees</b>	_____	<b>Receipt #:</b>	_____	<b>Receipt #:</b>	_____

**Note: Damage and key deposit to be paid in advance to hold the booking.**

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. If any alterations or special services are required, they must be arranged through the Director of Community Services at the Lessee's expense.
6. The facility is not to be used for dormitory purposes.
7. 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.
8. If the facility is not to be staffed during the rental, 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.
9. 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.
10. Booking cancellations require 7 days advance notice. If less than 7 days notice is given the Lessee may be charged for the rental. For community events or weddings there is a 30 day cancellation notice or the Lessee may be charged for the rental.
11. Pepsi Products must be used in facility.

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 (Representative)

\_\_\_\_\_  
Signature of Community Services Department

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

**Proof of liquor liability insurance and copy of the liquor license must be provided.**

**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 area defined in the "Service location".
4. 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.

**General Clean-up and Lock-up Guidelines:**

- All garbage (kitchen, bar, bathrooms) to be removed to outside Town dumpsters.
- All cardboard must be flattened and removed to outside Cardboard Recycle Town Dumpster.
- Remainder of food and bar items, recycled bottles/cans removed from facility.
- Kitchen restored to former clean state – counters wiped, spills on kitchen appliances cleaned, soiled dish cloths/towels in laundry basket in main Janitor room.
- Hall, foyer, and hallway floors dry mopped with all floor garbage removed so it is ready for the floor machine.
- Any spills during the event are immediately cleaned up using the dry mop or wet mop provided in the main Janitor room.
- All lights (pot lights and florescent lights) in the hall as well as the washroom, coat check room, hallway, and front foyer lights are turned off at the end of the event.
- All inner and outer doors in those rooms or areas rented are locked at the end of the evening.
- The Security system is turned on before you exit the building at the end of the evening when you are the last ones to leave or you will speak to the other renter(s) if necessary, to ensure they are aware that you are leaving.

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Signature of Person in Charge  
Representative

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Signature of Community Services Department