



Social Centre Rental Agreement

Agreement made: _____

Between the Town of Vegreville and the renter(s)

User Information:

Name: _____

Organization: _____
(if applicable)

Address: _____

Phone Number: _____ Rental Date: _____

Event Time (if applicable): _____

Event Type: _____

Prior Use: **Y/N** Next Day Clean Up Use: **Y/N** Sunday Booking: **Y/N**

Hall (A & B, A or B): _____ Rental Charge: \$ _____
(Non-Profit Rate: **Y/N**)

Rental Charge	Hall A & B	Hall A	Hall B
Monday – Thursday	\$450.00	\$300.00	\$190.00
Friday, Saturday or Sunday	\$750.00	\$550.00	\$300.00

I have read, understand and agree to all the terms and conditions of this contract.

Renter's Signature: _____ Date: _____



Recreation & Facilities Representative Signature: _____

Date: _____

Deposit

A 50% deposit of the hall charge is required at the time of booking to guarantee/confirm your date. The deposit is non-refundable. The Recreation & Facilities Department does not permit tentative bookings. Payment must be made at the time of booking along with the signing of the Social Centre Rental Agreement.

Payment

The renter is required to make full payment of the remainder of the hall charge and all other costs incurred for the event to the Town of Vegreville within 30 days immediately after the event date. Failure to do so may result in accrued interest charges for overdue accounts.

Cancellation Policy

If a cancellation of your event occurs, the user will forfeit the deposit. A one-time transfer to a new date can be made provided cancellation is finalized at least 90 days prior to the event date. An administrative fee of \$50.00 will be applied for a date transfer.

Day of Event

The Social Centre is available for the renter between 8:00 am – 2:00 am on the day of your event. The Social Centre caretaker will contact the renter prior to event to discuss details, time for function, etc... The caretaker will let you in the facility and will be available on-call during your event. The caretaker will be contacted when it is time to lock up the hall. The caretaker will keep track of any supplies/materials used and you will be billed accordingly. Details regarding set up, decorations and time requirements are to be discussed and scheduled with the caretaker.

Prior Use and Set-Up

Prior use must be reserved at the time of booking. The renter is able to set up a maximum of one day prior to the day of the event. A maximum of 8 consecutive hours between 8:00 am – 9:00 pm may be used. The prior day use fee is \$20.00 per hour. The Social Centre caretaker will contact the renter prior to the event to discuss set up, guest numbers and any other details regarding your event. The layout (table/chairs/head table) of the hall will be set to your specifications one time. It is the renter's responsibility for setting up any decorations, putting out plate settings, etc... It is imperative that the renter does a walkthrough prior to the event with the Social Centre caretaker to be made aware of emergency exits, muster point, sound system... It is strongly suggested that a sound check be done prior to event to ensure quality of sound and function of all equipment being used. Please be advised that hooking external equipment into our sound system may cause interference. Please ensure that any band or DJ are aware of this. The Social Centre has the following equipment available for use:

- Screen and Projector (\$60.00 rental fee)
- 2 Wireless Microphones
- Podium
- 10 Piece Platform (8ft – 32ft; seats 16 comfortably)

Plate Setting

Includes use of plates, utensils, water goblets, wine glasses, water pitchers, etc... Each plate setting is \$2.00.

Decorations

- No confetti allowed in facility.
- Candles must be enclosed and must be floating or in a non-flammable gel.
- No stickups, nails, staples, or electrical tape on cedar, and cedar beams.
- No electrical or duct tape to be used on hardwood floor.
- All tape must be removed after event.

- No flammable decorations (e.g. hay bales)

Bar

The renter is responsible for supplying any needed supplies (e.g. alcohol, pop, plastic cups, etc...) Ice and pitchers are included. No homemade liquor is to be served as per the Liquor Control Act.

Overtime Fee

The hall is available for the renter between 8:00 am – 2:00 am on the day of your event. If a Next Day Clean Up Use or Sunday Booking is not reserved it is the renter's responsibility to clean up all decorations, take alcohol and remove all personal belongings, etc... and be vacated from the premises by 2:00 am to avoid an overtime fee of \$60.00 per half hour. A \$60.00 per half hour overtime charge will be applied for any use past 2:00 am.

Next Day Clean Up Use

Next Day Clean Up Use fee is \$200.00 for a maximum of 3 consecutive hours immediately post function between 8:00 am – 12:00 pm. Clean up use must be reserved at the time of booking.

Sunday Booking

A Sunday Booking must be reserved at the time of booking. A Sunday Booking is used only for a Wedding Reception, in conjunction with a Saturday booking. The renter may use the hall for a maximum of up to 8 hours between 8:00 am – 4:00 pm. The Sunday Booking is \$250.00 and includes Kitchen Use. The user is to supply all needed supplies. Sunday Booking use is restricted to the hall that is booked for the Saturday. (e.g. Hall A is rented on Saturday, the Sunday Booking consists of use of Hall A.)

Social Centre Capacity (Round Tables 8/Long Tables 10)

	Hall A & B	Hall A	Hall B
Theatre Style Seating	750	475	225
Tables & Chairs (dance floor)	400 (round) 580 (long)	192 (round) 260 (long)	120 (round) 160 (long)
Tables & Chairs (no dance floor)	496 (round) 700 (long)	320 (round) 500 (long)	192 (round) 240 (long)

Insurance

The renter is required to purchase General Liability Insurance for use of the Social Centre. The user must name the Town of Vegreville as an additional insured on the policy. A copy of the certificate of the insurance must be provided to the Recreation & Facilities Department three weeks prior to the event date or the contract will be null and void. The Town of Vegreville retains the right to refuse use of the Social Centre for any function or activities deemed illegal or immoral.

Catering

Catering service is not provided. The renter is responsible for hiring a caterer. All caterers are required to have a valid Town of Vegreville Business License, WCB coverage and General Liability Insurance. The user is responsible for ensuring their caterer has all the mandatory certification and documentation in place. It is the renter's responsibility to ensure that their caterers are aware of what duties are of their responsibility. Any tasks not completed by the users hired staff will be of the renter's responsibility. Failure to adhere to the kitchen and bar guidelines may result in a clean-up charge if anything is left in an unsatisfactory condition. An up to date list of licensed caterers is available upon request.

Bartenders and Liquor License

Bar service is not provided. The renter is responsible for hiring bartenders. The bartenders must be licensed. The renter must ensure that no person(s) under age be serving alcohol or in the bar and bar area. It is the renter's responsibility to ensure that

their bartenders are aware of what duties are of their responsibility. Any tasks not completed by the users hired staff will be of the renter’s responsibility. Failure to adhere to the kitchen and bar guidelines may result in a clean-up charge if anything is left in an unsatisfactory condition. An up to date list of licensed bartenders is available upon request.

SOCAN Tariff Fee (Tariff 8: Receptions, and other Venues, etc...)

The Recreation & Facilities Department is required to charge a tariff fee for the license to play (publicly perform) music at receptions, conventions, assemblies, and fashion shows.

Guests	Without Dancing	With Dancing
1-100	\$20.56	\$41.13
101-300	\$29.56	\$59.17
301-500	\$61.69	\$123.38
501+	\$87.40	\$174.79

Damages

If any damage is caused or any additional cleaning is required, the renter will be held financially responsible for such repair, replacement and/or cleaning needed. In the event that additional cleaning is required and there is a financial implication, the renter would held financially responsible for that cost as deemed necessary by the Town of Vegreville. (e.g. extra carpet cleaning needed as result of event). The renter is to ensure that the premises and Social Centre is left in a good repair, orderly and sanitary condition. The renter will ensure that no damage is caused to the Social Centre and premises. The Town of Vegreville will not be held responsible or liable to the renter for any loss, damages or any unforeseen causes. The Town of Vegreville will not be liable to the user for any repair, failure or interruption in the supply of utilities to the Social Centre.

Miscellaneous

1. The Town of Vegreville retains the right to rent out other subsequent areas of the Social Centre if rental permits and is necessary. If this occurs the renters must ensure that they do not interfere with any other renters or occupants in any other areas of the Social Centre.
2. The renter cannot use the Social Centre for any function or activities and/or give use to any third parties other than what is specified at the time of booking.
3. The renter must ensure any or all activities are conducted only within the Social Centre and premises.
4. Open beverages are not permitted on the dance floor area; drinks must remain in the seating area to avoid damages and/or injuries.
5. Drinks are not permitted outside the hall.
6. No animals are allowed on premises.
7. The renter is to ensure no holiday trailers are parked on the Social Centre premises, including parking lot in front and behind Social Centre. Please use local campground or contact the Vegreville Agricultural Society to gain permission to use overflow parking for your guests RV's.

Kitchen Guidelines

1. All plate settings set out must be sterilized by putting all items through the dishwasher and then must be put away.
2. Caterers will clear plates and utensils after meal service and will wash and put away.
3. Water goblets and wine glasses will remain on the tables until the desired time set by the renter and then will be removed by the users hired staff, (kitchen/bar staff). All glassware put out must be washed and returned to the appropriate storage area. It is the renter's obligation to ensure that all hired staff are aware of what duties are of their responsibility at the event.
4. No kitchen or bar equipment is to be removed from the Social Centre – no pots, pans, cups, utensils, glass ware, etc...
5. Lost or misplaced kitchen equipment will be invoiced to the caterer last using the kitchen.
6. Caterers will not do any maintenance work on any kitchen equipment. If any maintenance is required contact Caretaker.
7. Caterers will remove tables from dance floor once meal is completed. Tables will be folded and put against the wall by Caretaker's office. Only tables needed for late lunch service are to remain in the hall.
8. All garbage's must be emptied and taken out to bins. Inside garbage cans must be left clean.
9. Kitchen to be left clean as found. This includes sweeping and mopping floors, wiping counters... etc

Bar Guidelines

1. Linen's will remain on the table until late lunch service and then will be removed by bar staff.
2. Only 6 people are allowed in bar at one time.
3. Water goblets and wine glasses will remain on the tables until the desired time set by the renter and then will be removed by the users hired staff, (kitchen/bar staff). All glassware put out must be washed and returned to the appropriate storage area. It is the renter's obligation to ensure that all hired staff are aware of what duties are of their responsibility at the event.
4. Bar staff must know how to operate the pop machines and canisters. Pop machines and canisters must be kept clean.
5. Bar staff will not do any maintenance work on any bar equipment. If any maintenance is required contact Caretaker.
6. All empty bottles and cups are to be removed from tables during event by bar staff.
7. Bar staff are to wash and put away any glassware given out and any equipment used throughout the event. This includes pitchers, shot glasses, trays, etc...
8. Bar counters, sinks and floor are to be left clean as found. All spillage in cooler and bar floors to be washed immediately.
9. All garbage's must be emptied and taken out to bins. Inside garbage cans must be left clean.