

Edson & District Recreation Complex

Hall Rental Agreement Policy #10.5 Updated June 18, 2007 Amended January 14, 2010

The renter hereby agrees to all conditions of this agreement as follows:

1. Confirmation Fee/Deposit

To confirm a booking, a deposit is required. A confirmation fee/deposit of \$250 for Weyerhaeuser Room or Sundance Room and \$500 for the arena is required before your date can be held.

2. Cancellation Policy

Confirmation fee/deposit may be refunded only if sufficient time is given and the room is booked and paid for by another client.

3. Rental Rates

Weyerhaeuser Room \$400 (Fri., Sat., Sun.) \$250 (Mon.-Thurs.)

Sundance Room \$325 (Fri., Sat., Sun.) \$150 (Mon.-Thurs.)

North Lounge and Talisman Room \$150 (Fri., Sat., Sun.) \$125 (Mon.-Thurs.)

Curling Locker Rooms \$100/day each.

Arena \$700/Day for room rent only, \$100/hour or \$1.00 per set up chair (\$1.50 if group is over 800) whichever is greater, \$100 clean-up charge and \$100 extra garbage removal charge if needed.

Note: special rates may apply if both catering and bar are supplied by Complex or if the room is rented for meetings of a short duration.

Microphones, overhead projectors, screens, flip charts, TV/VCR and other items are available for a nominal charge.

Hall rental on the Friday before a function for decorating is available for \$175.00.

- **OUTSIDE FOOD OR ALCOHOLIC BEVERAGES ARE NOT PERMITTED TO BE BROUGHT IN BY OUTSIDE PARTIES**
- **BAR SERVICES MUST BE SUPPLIED BY OUR STAFF**
- **GOLF COURSE CANNOT BE USED FOR PHOTO SESSIONS**

4. Bar Services

The Rec. Complex has full bar facilities, which include our premium house brands of liquor, all glasses mix and ice, qualified bartenders and clean up staff. Drink prices are \$4.75 with the exception of wine, premium liquor, import beer and coolers which are \$5.50. Loonie and Toonie bars are available with the client paying the difference. Tickets are also available for wedding parties etc. and are only charged for when they are used at the bar. All tab, partial tab or no charge liquor bars are subject to a 15% gratuity.

5. Catering Services

Full catering services are available for all functions, menu available upon request. As is customary, banquet prices are subject to change due to fluctuating food costs. Prices for all meals will be guaranteed for three months from the booking date.

All numbers of guests must be confirmed at least 1 week prior to function. Number of meals will be charged on the confirmed numbers or the number of guests whichever is greater. If there is a decrease in confirmed numbers you will be charged the new confirmed number if 48 hours notice is given. The original expected figure would automatically become the guarantee if the Complex were notified by this time.

The Rec. Complex reserves the right to provide alternate function space if changes in numbers, set up requirements or time changes occur.

Midnight Lunch is available for up to \$5.50 per person depending on choices selected and will be put out for the confirmed number of guests that you request. This requires a minimum of 75% of confirmed number of guests.

6. Conditions of Rental

Complex staff will set up tables and chairs free of charge if renter provides written instructions or a diagram. This does not apply to the arena.

Positively NO confetti, rice or any other material of this nature shall be allowed in the complex or golf course grounds, failure to adhere to this rule will result in extra charges fro clean up and, or forfeit deposit. Candles must be in holders & approved by Complex staff.

Decorations must be affixed with non-damaging materials, no tacks, nails or tape, to avoid paint damage. All decorations must be removed prior to leaving the hall on the evening of the function.

7. Payment Terms

Confirmation deposit is due at time of booking to hold function date.

Private, social and cultural events are required to pay 100% of the estimated charges 3 business days prior to the event by credit card (no personal cheques unless certified.) Any extra charges must be paid within 48 hours following function.

8. Liability

Renter hereby agrees to assume all liability for damages to persons or property resulting from actions of his/herself, guests or any third parties associated with this function. The undersigned hereby agrees to pay for any and all damages to persons or property, which may occur as a result of his/her or any people associated with this function. The Recreation Complex will not be responsible for loss of, or damage to any articles left in the Complex prior to, during or following any function.

Declaration

Date of Function _____ **Room** _____
Booked _____ **20** ____.

I, _____
(please print name)

Hereby acknowledge that I have read and understand the Edson & District Recreation Complex "Hall Rental Agreement" and I do agree to all conditions as stated. I hereby declare that I have proper authority to sign on behalf of the organization noted on the booking document.

Signature of Renter Date signed

Name of Organization responsible for payment

Billing address

Date Booked _____

Booking approved by _____
Complex Staff

Deposit paid \$ _____ method of
payment _____ Date _____

Final payment due by (date) _____.