



SPRINGBROOK COMMUNITY CENTRE RENTAL CONTRACT

The Springbrook Community Centre, here forward known as the SCC, is available for dinners, weddings, receptions, parties, meetings or other special events.

This contract has been prepared for your assistance in planning your special event. Please carefully read and consider the information presented. The contents are intended to make your planning process and event day simpler and smoother.

SECTION 1

I. OUR FACILITIES

The SCC has one two-level room and stage available for your use.

The SCC can accommodate a maximum of 200 people for most events but can be expanded for up to 300 people for theatre seating. However, it is strongly recommended that a maximum of 150 people for events such as banquets or dances due to the nature of the event. There is a back food preparation area located off the room. It has one refrigerator and counter space.

II. OUR FEATURES

The SCC has tables and chairs available for your use. Please consult with our staff as to what is available at the time of your event.

Set-up and tear-down of tables and chairs is the responsibility of the persons signing this contract or assigned responsible persons. Set-up of tables and chairs can often be done on the day prior to your event for a small additional fee; check with us to confirm a set-up time for your event. Tear-down of tables and chairs and cleanup needs to be finished, and approved by the SCC coordinator, before leaving the SCC premises on the day of your event; however, arrangements can often be made to clean up the following day for a small additional fee, providing there is no other event scheduled for that day in question.

If you require more or different tables or chairs, this can be provided by the SCC, you are invited to utilize a rental company. However, you are responsible for rental, delivery, set-up, tear-down and return of all items.

III. OTHER ITEMS OF SPECIAL INTEREST

Sound System: A limited sound system is available upon request.

Scenery/Decorations: All scenery/decorations and associated electrical connections shall meet the approval of the Red Deer County Fire Department. It is the responsibility of the renter to ensure of such approval. No equipment or scenery shall block exits or be placed in such a way as to be hazardous to the public. All scenery/decorations must be removed from the SCC property the day of the event without leaving

markings on surface in which it was attached to. The SCC does not accept donations or store any scenery/decorations for weddings/events.

Gifts: All gifts must be removed from the SCC the day of your event. It is recommended that you assign someone to be responsible for the care of gifts while at the SCC. Your assigned person could also make the appropriate arrangements for transporting the items after your event.

Smoking: smoking is **NOT PERMITTED** on the property of SCC. The cleanup of all cigarette butts on the outside of the facility, as a result of your event, is the renter's responsibility. Additional cleaning fees will be administered in the event that this is not adhered to.

Alcohol: is allowed only with an approved permit and all alcoholic beverages must be confined to the rented room. No liquor is allowed in the foyer or on the grounds outside the SCC.

Send-off: No rice or confetti will be thrown on the property. We suggest bubbles as an alternative to throwing rice. All alternatives to rice or confetti must be picked up and discarded in appropriate garbage containers prior to events scheduled finish time. Additional cleaning fees will be administered in the event that this is not adhered to.

Security: We have a community volunteer assigned to you for our protection. However, if you will be serving alcohol or your function occurs outside normal centre hours, additional approved security is required. We can arrange for that security if you wish at a charge arranged in advance. The SCC will assume no responsibilities for serving alcohol to minors.

Insurance: A copy of your liability insurance is required no later than 7 days prior to the event, and will remain in our files.

Deliveries: Scheduling of all deliveries is the applicant's responsibility. The applicant must make and meet all arrangements with individual vendors, including florists, caterers, bakers or food suppliers at the SCC unless previously arranged with the SCC Coordinator.

SECTION 2

TERMS & CONDITIONS

1. The individual(s) signing this Rental Contract is responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the SCC.
2. **Terms, conditions and rental fees shown here are effective May 1, 2008. Terms and conditions are subject to change at any time and they will apply to all rentals taking place immediately after the change, regardless of the time of booking.**
3. You may decorate tastefully, in consultation with the SCC Coordinator. **Set up and clean up of tables and chairs is the responsibility of the signed party or appointed responsible persons. All tables and chairs should be returned to the proper location (where they were found) before leaving the SCC on the day of your event. All areas used should be left in an orderly condition.**

4. All food, decorations, gifts, and personal items are to be removed by the party or appointed responsible persons **BEFORE** leaving the premises. All trash must be removed to the dumpster. No staples, thumb tacks or nails on the walls. No repainting of walls.

5. The SCC's appliances and utensils are available for use; but need to be left as they were found. **Please do not use any of the SCC's consumables (paper plates, plastic utensils, napkins, cups, etc.).**

6. There will be **NO smoking** in the SCC.

7. Only the room reserved and paid for is allowed to be used.

8. Any beverage or food spilled on the floor is to be cared for properly and immediately. Should specialty cleaning be required, this will be an additional charge.

9. The person(s) signing this Rental Contract is responsible for any damages to the SCC's property or equipment, including damages over and above those covered by the Damage/Cleaning Deposit.

10. Damage and Cleaning Deposit fees are to be paid **IN FULL** 30 days prior to the date of the event. All NSF cheques will be administered an additional \$40.00 fee.

11. **Insurance Requirements:** The Renter **MUST** purchase **SPECIAL EVENT and LIQUOR LIABILITY INSURANCE** and provide proof of purchase a minimum of 7 days prior to the event. Also any caterer or decorator must have liability insurance and the Community of Springbrook should be added on their insurance for the event. The caterer and decorator will not be allowed in the SCC unless the SCC Coordinator has a copy of their insurance on file.

12. **Alcohol:** Alcohol beverages shall be served and provided only by a licensed/permit. **RESPONSIBILITY FOR APPROPRIATE USE AND CONSUMPTION OF ALCOHOL AT THE EVENT AND LIABILITY FOR ANY CONSEQUENCES ARISING FROM THE CONSUMPTION OF ALCOHOL SHALL BE ASSUMED BY APPLICANT AND THE LICENSED CATERER. MINORS MAY NOT RECEIVE, CONSUME, OR BE IN POSSESSION OF ANY ALCOHOL. UNLAWFUL SERVICE, SALE AND/OR CONSUMPTION OF ALCOHOLIC IS STRICTLY PROHIBITED.**

I/we have read the Rental Contract and understand the rules and regulations pertaining to the rental of the SCC. I/we agree to exercise the utmost care in the use of the premises and property and to make good any damages arising from our occupancy or use of any portion of the SCC or premises.

Signature _____ Today's Date _____

Print:

Signature _____ Today's Date _____

SCC Coordinator

SCC Contract # _____
FOR OFFICE USE ONLY

Fee (in full) due on _____ Received _____ by _____

----- Tear-off Receipt -----

Amount of Deposit _____ Date received _____ by _____

Fee (in full) due on _____