

# HAY LAKES & DISTRICT RECREATION ASSOCIATION

Box 241 Hay Lakes, AB. T0B 1W0

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## HAY LAKES RECREATION CENTER RENTAL AGREEMENT

(As the renter of this facility, you are required to read this agreement in its entirety.)

BOOKING DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

### THIS RENTAL AGREEMENT IS HEREBY EXECUTED BETWEEN:

THE HAY LAKES & DISTRICT RECREATION ASSOCIATION

AND

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### THE FOLLOWING SECTIONS ARE RENTED IN THIS AGREEMENT:

\_\_\_\_\_ MAIN AREA @ \$225 per day \$ \_\_\_\_\_

\_\_\_\_\_ MAIN & UPPER LEVEL @ \$325 per day \$ \_\_\_\_\_

\_\_\_\_\_ SECURITY/DAMAGE DEPOSIT @ \$500 per event \$ 500.00

TOTAL \$ \_\_\_\_\_

Type of event (please be specific) \_\_\_\_\_

Approximate number of people attending the event: \_\_\_\_\_

Will liquor be served/present at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If answered "Yes", the renter **must** purchase a **"PRIVATE SPECIAL EVENT AGLC LIQUOR LICENSE"** & **"PARTY & ALCOHOL LIABILITY INSURANCE"** (2 million minimum) for the event and provide a copy of both to the recreation booking agent **1 week prior to the event and/or receiving of the keys** to the facility. Further details on page 2.

Time event starts and ends (approximately)? \_\_\_\_\_

Time renter plans to be at the facility for set up? \_\_\_\_\_

Does your event require access to the handicap washroom? Yes \_\_\_\_\_ No \_\_\_\_\_

**Facility clean-up must take place the day/night of event unless other arrangements have been made with the booking agent. Not all requests can be accommodated.**

# THIS IS A NON-SMOKING FACILITY

I HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND AGREE TO THE TERMS AS SET IN THE AGREEMENT, THE POLICIES & INFORMATION ON THE WEBSITE AND THE ACCOMPANYING DOCUMENTS OF THE FACILITY RULES AND CONDITIONS WHICH HAVE BEEN ATTACHED TO THE RENTERS COPY OF THE RENTAL AGREEMENT.

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Renters Signature

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Date

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Recreation Booking Agent Signature

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Date

Contract signature person must be 18 years of age or older and will be the legal signature. The legal signature person must be present at the event.

Damage Deposit will be returned within 14 days of the event pending no evidence of damage has taken place.

**Legal Building Occupancy Load:** Main Area: 89 people

Additional seating may be available depending on the type of event. Call for more information.

## **\*Party & Alcohol Liability Insurance Information:**

Online go to: [www.palcanada.com](http://www.palcanada.com) or contact your local insurance agency.

Regardless of which method you choose to obtain your insurance you **MUST** list **The Hay Lakes Recreation ASSOCIATION** as the **"ADDITIONAL INSURED"** on the policy or you will need to redo your policy with possible added fees to pay.

(The physical address of the facility is: #106 - #110 Main Street, Hay Lakes, AB.)

## **\*Special Event Liquor License information:**

This can be purchased online through the AGLC website.

\*\*Please Note: If using the hall large coffee urns – use **REGULAR** grind coffee\*\*

## **Facility Information for all Renters**

### **ABSOLUTELY NO DECORATING ON WALLS**

Only decorating on table tops and metal stair railing is allowed.

**NO TAPE, STICKY TACK, PINS, STAPLES OR ADHESIVES OF ANY KIND ON THE WALLS**

(You will automatically forfeit your damage deposit)

The **RENTER** is responsible for **ALL CLEAN UP** and to ensure that the individual(s) in charge of clean up are aware of the following:

The **RENTER** is responsible for the **set up and take down** of any chairs/tables they use during their event.

#### **MAIN AREA:**

- Do not drag tables/chairs across floor during set up/take down – lift please.
- Wash table tops and **DRY** very well before putting away.
- **Lean** tables against west wall in coat room.
- Stack chairs on trolleys and put back in coatroom.
- Sweep floors (brooms /dust pan located in coat room).
- Clean kitchen area. Wipe any spilt coffee, juice or food on countertops, cupboard doors, stove and fridge. Rinse out sinks & leave towels and dishcloths in grey bin under sink.
- Place all garbage in cans and tie bags when finished.

#### **WASHROOMS:**

- Ensure toilets tanks are not running & turn off lights prior to leaving.

#### **UPPER LEVEL AREA:**

- If spills occur on the wood floor, do NOT clean with a mop. Use a damp cloth/towel with warm water and then wipe dry. Excess water damages the floor.
- Do NOT drag chairs, tables or ladders across wood floor or any floor surface.
- **PRIOR TO LEAVING, MAKE SURE THAT THE HEAT IS TURNED DOWN, ALL LIGHTS ARE OFF AND ALL DOORS & EXITS DOOR ARE SHUT AND LOCKED.**

