



BASSANO COMMUNITY HALL RENTAL AGREEMENT

Between the Town of Bassano and _____ of _____ Alberta
for the purpose of _____ to be held on _____ 20__

The Lessee agrees to rent the following:

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|--|
| Meeting Room |
| Main Hall with Kitchen for Meetings (Lunch) |
| Main Hall with Kitchen for Meetings (Dinner) |
| Full Facility- Damage Deposit Required |
| Funeral Reception |
| Set up day before (After 5:00 pm day before-Free) |
| Projector |
| Fountain Pop (measured before and after-billed separately) |
| Sound Equipment |

Rental \$ _____
 Set up \$ _____
 Damage Deposit Visa/MC _____ exp _____ Name _____
 Projector Rental \$ _____.
 No. of Keys _____ (maximum 2)

- Payment required in full upon booking the facilities
- A \$200.00 Damage Deposit will be required for full facilities rental
- **OCCUPANCY LOAD -MAXIMUM 300 PERSONS IN FACILITY**
- Cancellation: 7 days notice is required for socials. If you cancel within the 7 days, \$50.00 of your damage deposit will be forfeited.
- Clean up must be completed by 12:00 p.m. the next day
- Users **WILL** be billed for any extra cleanup required to get hall back to its original condition. Partial or all of your damage deposit may be forfeited.
- **ANY DAMAGE THAT OCCURS IS THE RESPONSIBILITY OF THE RENTER**
- *****NO ITEMS SHALL BE REMOVED FROM THE COMMUNITY HALL *****

Decorations:

- Must be free standing, **ABSOLUTELY NO** confetti, rice, tape, staples or tacks allowed on the walls or ceiling.

Outside Doors

- All outside doors must be kept closed at **ALL TIMES**

- **NO SMOKING IN THE COMMUNITY HALL**

The Hall is a non-smoking facility as per the Province of Alberta's Tobacco Reduction Act Statutes of Alberta 2005 Chapter T-3.8

GENERAL CLEAN UP DUTIES:

- Wipe and stack tables and chairs and move to designated tiled areas (see attached site plans)
- Sweep all used areas and spot mop any spills
- Take out all garbage (**bins located at the back doors past the walk-in cooler**) and please remove all recycling items. A recycling depot is located at 702 1st Avenue.
- If using the stage dressing rooms please leave in a neat and tidy manner
- Please ensure bathrooms are left tidy.

Kitchen Responsibilities:

- Leave stoves, sinks and counters in the kitchen completely clean(sweep floors)
- All food must be removed from cooler, ovens & freezers
- Ensure all dishes & utensils are properly placed back in their designated areas
- Put all used tea towels in designated tubs
- At the end of your function, please turn off the walk-in cooler. **The switch is located outside the cooler door on the left side**
- Turn dishwasher on and off and ensure it is clean as per posted instructions

Bar Responsibilities:

- Wipe countertops, sweep and spot mop any spills
- Turn CO2 tank (for fountain pop) **OFF** located under the counter
- Remove all beverages, condiments and empty bottles
- A liquor licence and Party Liquor Liability Insurance (PAL) is required if serving alcohol.

After use:

- Turn off all lights (including bathrooms & dressing rooms)
- **HEAT & AIR CONDITIONING CONTROLS:**
Ensure that you return setting for either heat or air conditioning to 22C and set in "auto" position
Summer-control is located on the TOP RIGHT HAND CORNER of the thermostat.
Winter-control is located on the TOP LEFT HAND CORNER of the thermostat.
- Lock doors-Check all exits to make sure all doors are closed properly.
- Return keys to Town Office on next business day OR use mail slot at main door of Town office.
- Report items to the Town Office that needs to be fixed, replaced or purchased.
- If any damages occurred to the building or its contents, please notify the Town Office.

I have read and understand the Bassano Community Hall Rental agreement and rules.

Lessee: _____ Town employee initials_____

Address: _____
& Phone _____
No. _____



Bassano Community Hall 2010 Rental Rates

| | Resident Rates | Non-Resident Rates (Outside of Div. 6) |
|--|-------------------|--|
| Meeting Room | \$84.00 | \$99.75 |
| Main Hall | \$141.75 | \$173.25 |
| Main Hall and Kitchen for Meeting (Lunch) | \$173.25 | \$210.00 |
| Main Hall and Kitchen for Meeting (Dinner) | \$262.50 | \$315.00 |
| Full Facility (Damage deposit-\$200.00) | \$435.75 | \$525.00 |
| Set up day before | \$115.50 | \$141.75 |
| After 5:00 pm day before | FREE | FREE |
| Funeral Receptions | \$105.00 | \$126.00 |
| LCD Projector Rental | \$75.00 | \$75.00 |
| Clean Up Service | TBA | TBA |
| ***GST included in rental cost | | |

Sound Equipment:

Please call Kelly Christman (403-641-3788), Stew Heron (403-641-3971) or Ken Andres (403-641-4280)

For Rental Availability, please call 403-641-3788