

Facility Rental Agreement



Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.

Contract

Contract #: FA-1630

Prepared by: Svea Pinch

Date: 17 Jul 2019

Status: Tentative

Client Information

Name: Cold Lake RCMP

Account:

Phone #: 780-594-3302

Email:

Address: 4710 55th St, Cold Lake, Alberta, T9M1P1

Facility Rental Summary

Repeat	Facility	Day	Start	End	Date Range	# Sess.	Event ID
Custom	Reid Fieldhouse	-	08:00 AM	09:00 PM	25 Sep 2020 - 27 Sep 2020	3	00005096

Exclusions, Additions & Modifications

Type	Facility	Day	Start	End	Date	Event ID
-	-	-	-	-	-	-

Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
Reid Fieldhouse	25 Sep 2020	25 Sep 2020	Friday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63
Reid Fieldhouse	26 Sep 2020	26 Sep 2020	Saturday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63
Reid Fieldhouse	27 Sep 2020	27 Sep 2020	Sunday	08:00 AM - 09:00 PM	\$560.63 (Not-for-Profit Full Day Fieldhouse Fee)	\$560.63

Facility Fees

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
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Reid Fieldhouse	\$1,681.89	\$0.00	\$84.09	\$1,765.98	3
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Extra Fees

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Bar	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
Chair Covers	400	\$2.50	1 session	\$1,000.00	\$50.00	\$1,050.00
Chairs	200	\$0.50	1 session	\$100.00	\$5.00	\$105.00
Dance Floor	1	\$125.00	1 session	\$125.00	\$6.25	\$131.25
Event Staff	3	\$225.00	9 hrs	\$675.00	\$33.75	\$708.75
Extended Facility Hours	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
Floor Covering	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
Full Stage	1	\$200.00	1 session	\$200.00	\$10.00	\$210.00
Portable Sound System	1	\$50.00	1 session	\$50.00	\$2.50	\$52.50
Privacy Curtain	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
Table Cloths/ Linens	65	\$7.00	1 session	\$455.00	\$22.75	\$477.75

Extra Fees Details**Extras per Contract****Extras per Booking**

RCMP Regimental Ball 2020

Date & Time	Field	Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Bar	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Chair Covers	400	\$2.50	1 session	\$1,000.00	\$50.00	\$1,050.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Chairs	200	\$0.50	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Dance Floor	1	\$125.00	1 session	\$125.00	\$6.25	\$131.25
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Floor Covering	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Full Stage	1	\$200.00	1 session	\$200.00	\$10.00	\$210.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Portable Sound System	1	\$50.00	1 session	\$50.00	\$2.50	\$52.50
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Privacy Curtain	1	\$100.00	1 session	\$100.00	\$5.00	\$105.00
25 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Table Cloths/ Linens	65	\$7.00	1 session	\$455.00	\$22.75	\$477.75
26 Sep 2020 (05:30 PM - 02:30 AM)	Reid Fieldhouse	Event Staff	3	\$225.00	9 hrs	\$675.00	\$33.75	\$708.75
26 Sep 2020 (08:00 AM - 09:00 PM)	Reid Fieldhouse	Extended Facility Hours	1	\$250.00	1 session	\$250.00	\$12.50	\$262.50

Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Reid Fieldhouse	25 Sep 2020	Friday	08:00 AM - 09:00 PM	\$560.63	\$2,380.00	\$0.00	\$147.03	\$3,087.66
Reid Fieldhouse	26 Sep 2020	Saturday	08:00 AM - 09:00 PM	\$560.63	\$925.00	\$0.00	\$74.28	\$1,559.91
Reid Fieldhouse	27 Sep 2020	Sunday	08:00 AM - 09:00 PM	\$560.63	\$0.00	\$0.00	\$28.03	\$588.66

Invoice

Due Date	Amount	Remaining Balance
-	-	-

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$1,681.89	\$84.09	\$3,305.00	\$165.25	\$5,236.23

Conditions of Use**General Terms**

The Lessee agrees to abide by all rules and regulations of the Cold Lake Energy Centre.

(Insurance) The Lessee shall indemnify and save harmless the City of Cold Lake, its Agents, Directors and Employees from all manners of claim, actions and liabilities which may be suffered by any or all of the above however caused. The Lessee accepts liability for any further costs related to excessive clean-up and damage.

(Payment terms) The Lessee agrees to pay 20% of the total fees upon execution of this agreement, and the remaining amount one week prior to the event date. In accordance with City of Cold Lake Bylaw 592-FN-16, all fees unpaid after 30 Days will be subject to an interest penalty of 1.5% per month.

Should the event be scheduled beyond 10:00pm Monday through Friday, or 9:00pm on Saturday or Sunday/Statutory Holiday, the Lessee agrees to pay the additional charge of \$500.00 that will cover facility operational and staff costs.

(Liquor License) The Lessee agrees to abide by all rules and regulations as pertains to the serving of alcohol under the authority of an occasional permit, as issued by the Alberta Liquor Control Board.

Where the Lessor, or law enforcement authority, or Liquor Control Commission inspector, is of the opinion the Lessee is not complying with the rules and regulations governing the issue of an occasional permit and/or the terms of the rental agreement, he may cause the sale and service of liquor to temporarily cease until the circumstance is rectified, or may close the bar permanently and require the Lessee to vacate the premises immediately, without refund.

Rental of Field House includes:

Use of the field house area including dressing rooms but excluding storage rooms.

Supply of three types of sporting equipment and/or tables and up to 200 chairs and up to 30 tables, arranged at time of booking.

Rental of Meeting rooms includes:

The use of the agreed upon meeting room area, which includes up to 8 tables and up to 50 chairs

Event enhancements, such as staging, additional chairs or any other equipment not provided in normal set-up can be provided as an additional service, providing City labour and/or rental fee is paid at the applicable rate.

Lessee's Responsibilities

The Lessee must ensure that all of his/her property is removed from the facility upon the event's completion or that arrangements are made for later pick-up. Items arranged for a later pick-up must be stored by the lessee in a space approved by the City of Cold Lake prior to the Lessee vacating the building following the event. This includes staging equipment, decorations, leftover liquor, caterer supplies, etc. The Lessor is not responsible for lost or damaged items that have not been stored in the designated storage area.

The Lessee must have the facility areas in a reasonably clean condition. All garbage, recycling and other items must be disposed of appropriately. Prior to leaving the facility following the event, the Lessor must sign-off on the condition of the facility areas. In the event where the facility is not left in a reasonably clean condition, the damage deposit will be applied to cover additional costs incurred.

Room decorating is the sole responsibility of the Lessee and must be coordinated in advance with the Cold Lake Energy Centre. Use of flame candles is prohibited. Use of confetti or glitter is also prohibited. Decorations and signage must be removed immediately following the event unless previously arranged for a later clean-up.

The Lessee must attend the facility for decorating or deliveries at the prearranged time. Should the City incur additional costs for missed appointments, the Lessee shall be responsible to cover such costs.

The Lessee assumes the entire risk of loss and damage of all rented equipment from any and every cause. In the event of loss or damage of any kind to rented equipment, the Lessee shall, at the Lessor's option:

- (i) Place the same in good repair, condition and working order; or
- (ii) Pay the City of Cold Lake the replacement cost of the equipment.

City's Responsibilities

The City shall provide the facility areas in a clean condition, set up as per the Lessee's request.

The City shall provide access to the area at the times booked by the Lessee.

The City shall provide access to a staff person within the facility for emergency clean-up, table rearrangement and other custodial duties during the function.

The City shall carry out the general clean-up of the facility areas upon the completion of the function, including clearing and storage tables and chairs, cleaning floors, washrooms, and other areas.

The City shall store any items which are left behind for later pick-up only providing prior arrangements have been made and no additional costs are incurred by the City.

****The City reserves the right to move a user or cancel bookings****

Questionnaire(s)

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Release and Waiver of Liability

Date: 24 Feb 2020

Client Signature
