



## TOWN OF WAINWRIGHT

**Policy Number:** 2007-01

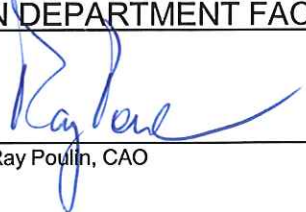
**Date of Issue:** January 16<sup>th</sup>, 2007

**Page** 1 of 5

**Motion Number:** 2007-20

**Policy Subject/Title:** PARKS AND RECREATION DEPARTMENT FACILITY RENTAL POLICY

**Signature of Approval by Authorized Personnel:**

  
Ray Poulin, CAO

**Supersedes:** July 3<sup>rd</sup>, 2001  
Date of Last Update

Policy #2001-17 Motion #2001-250  
Title & No. of Previous Policy if Applicable

### POLICY STATEMENT:

The purpose of this policy is to provide guidelines for the renters and users of the Wainwright & District Communiplex meeting rooms, main halls, theatre, kitchen, concession, main spine and dance studio. Additionally this policy covers the Peace Memorial Multiplex Royal Bank meeting room, social area, lobby and concourse.

### PROCEDURES:

1. The Town of Wainwright facilities listed above are booked on a first-come first-served basis and any group or individual has equal opportunity to make use of or rent these facilities or portions thereof.
2. The Communiplex Facility will be rented out on an hourly basis to user groups with a lower hourly rate for "non-prime" time rentals between the hours of 6:00 am - 6:00 pm. A "prime time" rate will be charged for rentals between 6:00 pm - 6:00 am in accordance with the fees set out in the Wainwright & District Communiplex Fees and Charges Policy.
3. All bookings must be accompanied by payment before the booking will be confirmed. For bookings totaling less than \$100.00 in value, the full amount must be paid to confirm bookings. Bookings totaling more than \$100.00 in value must be accompanied by a booking deposit of 50% of the total cost at

the time of booking. A signed rental contract must also accompany payment.

4. A clean-up/damage deposit shall be charged to all parties renting the facility for social functions and it will be held for forty-eight (48) hours after the function. Upon satisfactory clean up and after inspection of the facility, the deposit will be returned.
5. Full rental fees and damage deposit are to be made payable to the Town of Wainwright and paid five (5) working days in advance. At the sole discretion of the Parks & Recreation Department, month-end billing for facility rentals may be done for groups that use the facilities on a regular basis.
6. The rental contract may be terminated by either party giving written notice to the other party. A cancellation fee of 20% of the total booking fee or \$15.00, the greater of the two, will apply. If the cancellation notice is received less than ten (10) working days prior to the date of the booking, the renter will be liable to pay 50% of the booking fee as agreed to in the contract.
7. Pre-arranged Entrance Time: That no group or individual group members will be allowed access to any of the booked facilities prior to the pre-arranged entrance time made at the initial booking. Adequate notification of a time change must be requested twenty-four (24) hours in advance.
8. Groups renting the facility for conferences or seminars where a social function is part of the evening program will be required to pay a damage deposit.
9. All Town of Wainwright facilities are non-smoking facilities.
10. The Parks and Recreation Department Facility Rental Contract is attached to and forms a part of this policy.

**Town of Wainwright  
Parks and Recreation Department  
FACILITY RENTAL CONTRACT**

Area: \_\_\_\_\_

Rental Party: (Renter): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (w) \_\_\_\_\_ (r) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of people expected \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_ Time of Function \_\_\_\_\_

\_\_\_\_\_ Rental Fee \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE TOWN OF WAINWRIGHT AND THE RENTER MUTUALLY AGREE THAT THE RENTER SHALL BE GRANTED A LEASE AS DESCRIBED ABOVE UNDER THE FOLLOWING CONDITIONS:

- The Town of Wainwright recreation facilities are booked on a first-come first-served basis.
- All bookings must be accompanied by payment before the booking can be confirmed. For bookings less than \$100.00 in value, the full amount must be paid to confirm bookings. Bookings totaling more than \$100.00 in value must be accompanied by a booking deposit of 50% of the total cost at the time of booking. A signed rental contract must also accompany payment. Full rental fees and damage deposit shall be payable to the Town of Wainwright and paid five (5) working days in advance of booking.
- The rental contract may be terminated by either party giving written notice to the other. A cancellation fee of 20% of the total booking fee or \$15.00, the greater of the two, will apply. If cancellation is received less than 10 working days prior to the date of booking, the renter will pay the Town of Wainwright 50% of the booking fee as agreed to in the contract.
- A clean-up/damage deposit shall be charged to all renters of the facilities for social functions and it will be held for 48 hours after the function. Upon satisfactory clean up and after inspection of the facility, the deposit will be returned.

Local Groups - \$250.00      Non-Local Groups - \$350.00

- 71 Should the Renters' use of the facility and/or equipment result in damage to or loss of said property, a report is to be made by the Renter to the Parks and Recreation Department. The Renter also agrees to reimburse the Town of Wainwright for any damages to or loss of facility and/or equipment.
- 71 The Town of Wainwright assumes no responsibility for loss or damage to articles brought on the premises by the Renter.
- 71 It is suggested that the Renter obtain general liability insurance in an amount of not less than \$2 million per occurrence for personal injury and/or property damage. PAL liability insurance is recommended for any event where alcohol is being served. The Renter shall obtain additional insurance if the Town of Wainwright deems it necessary.
- 71 The Renter shall indemnify and hold harmless the Town of Wainwright and its employees from all actions, suits, claims or demand arising out of or related to personal injury or death to persons, or damage to property of others resulting from use of said facility by the Renter.
- 71 The Town of Wainwright agrees to furnish and supply the facility basic utilities (light, power) so that Renter is able to make use of and occupy the facility. Any request over and above the basic service will be charged for.
- 71 The Town of Wainwright reserves the right to designate those areas where and how decorations, signs, etc. may be affixed, placed or posted. The Renter agrees that all such decorations, signs, etc. are to be removed prior to leaving the facility and that the facility is to be left as found.
- 71 Decorations are to be hung from wires and hooks provided. No pins or tape to be used on walls and ceilings. "Fun Tack" only to be used on walls. The Manager requests that patrons do their utmost to keep from touching ceiling tiles when hanging decorations – possibly even wearing rubber gloves. The flat paint on the ceiling tiles stains very easily. The use of confetti of any kind is **NOT PERMITTED** within the facility. Candles must be contained to prevent wax dropping on facility furnishings.
- 71 The renter is to provide adequate control and supervision within their function so other uses in the facility are not disturbed and any damage is avoided. The recommended ratio is 1 supervisor to every 50 patrons.
- 71 Renters are required to:
  - State clearly the times of their activity and include allowances for set-up, clean-up, caterer, etc.
  - Set up of tables and chairs, whisking off chairs when finished.
  - Washing off tops of tables after a function – materials and equipment to be provided by the Caretaker and placed in the kitchen hallway cupboard.
  - Wet mop any spillage off the floor – material and equipment to be provided by the caretaker for the user groups.
  - Bagging of all garbage and depositing it in the garbage bin located outside the rear kitchen door.
  - All cleaning materials required will be available from the caretaker.
- 71 If liquor is to be served as part of a function it shall be in accordance with Provincial regulations as established by the Alberta Gaming and Liquor Commission. Permits must be posted at the bar.

- 7 For evening functions, the facility must be vacated by the designated time, as per contract, or after 2:00 am an additional hourly rental charge will be levied. Caretaker time will additionally be charged for each hour the facility is occupied past the designated time. If renters remain after designated time and it is after 2:00 am, these charges will be deducted from the damage deposit.
- 7 Renters using the kitchen/concession facility are to leave it as they found it. This includes cleaning of all counter tops, stoves, grills, equipment, etc. Additional charges will be levied if not complied with.
- 7 All Town of Wainwright facilities are non-smoking.
- 7 Furnishings and equipment cannot be removed from the facility.

\_\_\_\_\_  
Signature Parks and Recreation Department

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date