



Contact Information:

Name:		Phone:		Email:	
Address:			Province:	Postal Code:	Resident? Y N

Function Information:

Type/Name:		Expected number of attendees:	
Date:	Event Time (Start-End):		
Will you need additional time to set up/clean up? (Two-hour freeset-up/take-down time)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will liquor/alcohol be served at the function?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*A copy of the Liquor License is required prior to gaining access to the building</i>			
Will you be using:		<input type="checkbox"/> Tables & Chairs	<input type="checkbox"/> Microphone

Rental Options:

Rental Options	Rental Fees	Amount
<input type="checkbox"/> Gym, max. 478 people capacity (43 tables and approximate 235 chairs)	\$90.00 for the first 3 hours \$30.00 per additional hour, up to 10 hours total \$300.00 flat rate for 10 or more hours (16 hours is maximum booking time)	
<input type="checkbox"/> Kitchen	\$100 per booking	
<input type="checkbox"/> Upstairs Meeting Room, max. 60 people capacity (5 tables, 30 chairs)	\$30.00 per hour for the first 5 hours. (8 hours is maximum booking time, with the final 3 hours free of charge).	
<input type="checkbox"/> Downstairs Rooms (2), max. 30 people capacity	\$30.00 per hour for the first 5 hours. (8 hours is maximum booking time, with the final 3 hours free of charge).	
<input type="checkbox"/> Janitor (mandatory)	\$100.00 per booking – Gym, kitchen, and bathrooms \$75.00 per booking – Upstairs Meeting Room OR Downstairs Rooms, kitchen, and bathrooms \$50 per booking - Upstairs Meeting Room OR Downstairs Rooms, and bathrooms (not kitchen)	

	Subtotal	
	GST	
	Total Due	
	<u>Security Deposit:</u>	\$200.00 cash cheque Date:

RENTAL CONDITIONS

1. The Renter agrees to pay a refundable security deposit of CAN \$200.00.
2. The Renter agrees to pay the total rental fee no later than 2 business days prior to the event.
3. The booking is not confirmed until this rental agreement is signed and returned with the security deposit.
4. The Renter agrees to:
 - . Set up and take down all decorations, all tables, and all chairs.
 - . Wipe down all tables and chairs.
 - . Sweep/vacuum all floors, clean any spills, empty all trash cans, clean up any litter and remove any garbage and brought items from the premises.
 - . Complete a Clean-Up Checklist with a Town representative.
5. If a cancellation occurs within 48 hours of the booked start time, the security deposit will be retained in full. The security deposit will also be retained in full if there is a no-show.
6. Security deposit refunds will be issued to the Renter as soon as possible, and within thirty (30) days after the function.
7. The Renter agrees to use appropriate materials that do not cause damage, such as removing paint or puncturing holes when attaching decorations or objects to the wall.
8. The Renter agrees that all events involving liquor must be supported by a valid liquor license and comply in accordance with the Alberta Gaming, Liquor and Cannabis Act.
9. The Renter agrees to provide a copy of the liquor license to the Town office prior to accessing the building.
10. The Renter agrees that there is no smoking or vaping permitted in public places under Provincial Legislation.
11. The Renter agrees that no animals of any kind are permitted access to the Community Complex, except for accredited service dogs.
12. The Renter agrees not to allow more individuals than the capacity allows.
13. The Renter shall ensure that all exit doors remain unobstructed at all times.
14. The Renter agrees that any incidents of violence or injury to any person must be reported to the RCMP immediately.
15. The Town will not accept responsibility for any theft or loss of contents and equipment incurred by the Renter.
16. The Renter agrees to all rules and regulations as outlined in the Town of Nobleford Community Complex Use Policy, as attached, and shall govern this rental agreement.

I acknowledge receipt of Schedule "C" of the Community Complex Use Policy (No. 02-08), or that it is available on the Town's website for review.

Yes No

I, (Please print) _____ (the Renter), have read, understand, accept, and agree to abide by the rental conditions and Policy 02-08 (Community Complex Use) while renting the Town of Nobleford's Community Complex. The Town of Nobleford reserves the right to withhold the security deposit for any reason stated above. I hereby release the Town of Nobleford and any of its employees from any liability regarding the use/rental of the Community Complex, except due to the fault or negligence of the Town.

Signature

Date

Town of Nobleford Approval

Date

The personal information collected on this form is collected under the authority of the Protection of Privacy Act, Section 4c. Any questions concerning the collection or use of this information may be directed at the Chief Administrative Officer, Town Office, 231 King Street, Nobleford, AB T0L 1S0.

FOR OFFICE USE ONLY:

Date Damage Deposit Received:		Date Damage Deposit Released:	
Date Rental Paid:		Rental Amount Paid:	

Notes: