

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 08, 2018
Originated By:	Leanne Walmsley, Acting Chief Administrative Officer
Title:	Unfinished Business – Dave Shaw Facility Rental Agreement
File:	0902

BACKGROUND/PROPOSAL:

The Dave Shaw Facility Rental Agreement was brought to Council on January 23, 2018 for review. Acting C.A.O Walmsley, Arena Manager Joan Jenson, and Secretary Debbie Dibb had a follow up meeting to review the agreement and made the following changes which are highlighted in yellow:

Renters Copy of Regulations

- 2. Damage deposit cheque's will be returned after inspection after the function and may be forfeited if there is any damage to the premises for any reason **or if the cleanup does not meet inspection or clean up not completed by noon Sunday.**
- This agreement must be signed and witnessed before receiving the key.
HAS THE WALK THROUGH BEEN DONE? _____ IF NOT THE DAY/DATE IT HAS BEEN ARRANGED _____.

Administration has had enquiries with regards to renting the area known as the Fitness Center for a wedding ceremony. This would enable the renter to have the wedding ceremony in the Fitness Center and the wedding reception in the hall eliminating the need to tear down between the ceremony and the reception.

ATTACHMENTS

1. Arena Rentals and Arena Manager
2. Eureka River & David Thompson Price Comparison Notes
3. Facility Rental Agreement Form
4. Hall Rental Checklist
5. Dave Shaw Memorial Complex Rental Rates
6. Renters Copy of Regulations
7. Rental Requirements
8. Waiver of Liability
9. Liability Insurance Form
10. Funeral Rental Agreement
11. Kitchen & Janitorial Room Checklist

RECOMMENDED ACTION:

Initials show support- Reviewed by:	Manager: <i>dy</i>	C.A.O
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4B

ARENA RENTALS AND ARENA MANAGER

We didn't really discuss if we would continue to be contact people, rent facility provide keys, receive and receipt DD and payments etc or if Joan would share responsibility in:

People calling her for schedule and info

Joan completing rental agreement paperwork along with walkthrough

Joan providing keys on receipt of DD. And having them returned on final inspection

****If we continue to do all above then as Arena Manager she is really just doing the pre and post walkthroughs. Which results in us going as in between of clients & Joan with whos available when etc**

This discussion just is keyed towards hall rental but could really essentially be year round as the ice could be booked by her and her advise us for accounts receivable because this year schedules be made and then apparently different posters be on doors.

Arena manager duties still somewhat unknown

Eureka River

Full Day 24 hrs	350.00
Afternoon / Evening 6 hrs	175.00
Educational events or showers	75.00
Weekends Fri 6pm - Sun 9pm -	600.00
Long Weekends	800.00
Funerals \$200.00	
Lunches and \$5. / plate minimum	250.00
Arena	150.00 / day
Power usage for profit	20.00
Agri	50.00 @

David Thompson.

- Weekend - Fri evening Sat - Early Sunday - 400
- per day up to 4 hrs. 100.
- No charge Funeral home for donation.



**VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX
FACILITY RENTAL AGREEMENT FORM**

PO Box 421, HINES CREEK, AB T0H 2A0

Ph: 780-494-3690 Fax: 780-494-3605

Arena Ph: 780-494-3666

APPLICANT INFORMATION:

Date Application Made: _____ Date of Rental : _____

Name: _____ Purpose of Rental: _____

Address: _____

Phone: _____

Signature of Applicant: _____

For Office Use Only:

Type of Facility Required	Date Paid	Amount Paid
Booking Fee: \$50.00 will be applied to rent	_____	_____
Damage Deposit: \$250.00 Cheque held until inspection completed	_____	_____
Hall/Kitchen/Bar - Rental per Day: \$330 + 16.50= \$346.50	_____	_____
<i>Weddings: Keys picked up by Fri 4:30 -- cleanup completed by Noon Sunday</i>		
Early Key Pickup per day \$25 + 1.25= \$26.25	_____	_____

Date Picked Up _____ Date Returned _____

Picked up by: _____

*****Applicant must Provide Village of Hines Creek with Proof of Insurance with the Village as added named insured*****

Extra Tables/Chairs Required from Forestry

Tables <u> # </u> _____	\$2.00 + .10 = \$2.10	Tables and chairs are not permitted to leave the facility.
Chairs <u> # </u> _____	\$.50 + .03 = \$.53	

Funerals \$ 200 + 10. = \$210 No Damage Deposit Required

Arena Floor Ice Surface	\$500 + 25.00 = \$ 525.00	_____	_____
For Entire Facility	\$1000 + 50.00 = \$1050.00	_____	_____
Additional Days	\$600 + 30.00= \$ 630.00	_____	_____
Arena Damage Deposit	\$1000.00	_____	_____

Maximum Occupancy Load of HALL For Non Fixed Seats and Tables is 320

INSURANCE: Contact your own insurance company or PAL Insurance Brokers on line or call 1-800-265-8098 Ext 221



VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX
HALL RENTAL CHECKLIST

PO Box 421, HINES CREEK, AB T0H 2A0

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Arena Ph: 780-494-3666

BOOKING FEE (due 2 weeks prior to event) _____

DAMAGE DEPOSIT (due 2 weeks prior & held until after inspection _____

RENTAL PACKAGE PROVIDED _____

PROOF OF INSURANCE _____

KEYS ISSUED TO _____

ADDITIONAL INFORMATION :

Our INSURANCE COMPANY suggests:

Third Party users (renters of facility) must at minimum have LIQUOR LIABILITY but recommends the EVENT INSURANCE which includes liquor liability and tenant liability and that THE VILLAGE OF HINES CREEK be named as ADDITIONAL NAMED INSURED on the Renters Policy.

Dave Shaw Memorial Complex Rental Rates

	Base Fee	GST	Damage Deposit	Total
Hall & Kitchen/Bar	\$330.00	\$16.50	\$250.0	\$346.50
Youth Hall Rental	\$ 20.00/hr	5%		per hour
Wedding Early Key Fee (Key picked up before 3 pm)	\$ 25.00	\$ 1.50		\$ 26.50
<p>Wedding Rentals are subject to a booking fee of \$50.00. (Will be applied to the rent, but if booking is cancelled the fee is forfeit).</p> <p>For weddings this includes decorating after 6 pm the evening prior and Clean-up by noon next day.</p>				
<hr/>				
<u>Extra Table & Chair Rental</u>				
Table / per	\$ 2.00	\$.10	\$100.00	\$ 2.10
Chair / per	\$.50	\$.03	\$100.00	\$.53
(Wooden chairs only)				
<hr/>				
<u>Arena</u>				
Floor	\$500.00	\$25.00	\$500.00	\$525.00
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<u>Entire Facility</u>				
Facility Price	\$1,000.00	\$50.00	\$1,000.00	\$1,050.00
Additional days/per	\$ 600.00	\$ 30.00		\$ 680.00



Renters copy of regulations

VILLAGE OF HINES CREEK

ATTENTION: TO ALL RENTERS OF THE DAVE SHAW MEMORIAL COMPLEX

The following requirements apply with the only exception will be funerals.

1. All rental fees and damage deposits are due and payable at the Village of Hines Creek office two weeks prior to usage and cheque's should be made payable to The Village of Hines Creek.
2. Damage deposit cheque's will be returned after inspection after the function and may be forfeited if there is any damage to the premises for any reason **or if the cleanup does not meet inspection or clean up not completed by noon Sunday.**

Proof of Proper Facility User Group Insurance must be provided. Call your own insurance company or PAL Insurance Brokers Canada Ltd. On line or 1-800-265-8098 ext 221. The Village of Hines Creek MUST be added as additional named insured.

3. Persons responsible for renting the hall must ensure all doors are locked on departure (even when cleaning to take place the next day) or be liable for any damages arising from unauthorized entry.
4. All functions involving liquor must abide by any conditions set out in the liquor permit.
5. As outlined in liquor permit all liquor be cleared from the tables before closing, the evening of the function.
6. Off-season users of the hockey arena will be required to return the surface to its original condition. No feeding or housing of livestock in the arena.
7. Clean- up to include;

All foods and beverages shall be removed from the premises immediately following a public function. Garbage is to be removed from the complex and placed in outside storage container.

All tables and chairs shall be cleaned, stacked as per diagram on door and returned to the appropriate storage area immediately following a public function, or as designated by committee. If the diagram is not followed and tables and chairs not stacked properly, your damage deposit will be forfeited.

If food or beverages are being served, tables must be washed before storage.

Cleaning and washing of floors, both washrooms and take out garbage.

Washing tables, chairs and floors. (*there is a mop and pail (use non-abrasive cleaner, change water frequently) broom and dustpan in small utility room off woman's bathroom*)

Kitchen and bar facilities shall be left in clean orderly condition. The grill, oven and stove are to be cleaned. *to clean the grill- scrape it with the stone while still warm, clean the oil traps and back splatter guard and put a thin layer of clean oil on the grill surface to keep it from rusting.*

NOTE: use of electrical cooking appliances shall be limited to KITCHEN ONLY. Bar should be left clean (*garbage removal , removal of empties and removal of ice & water*).

This agreement must be signed and witnessed before receiving the key.

HAS THE WALK THROUGH BEEN DONE? _____ IF NOT THE DAY/DATE IT HAS BEEN ARRANGED _____

AS RENTER OF THE DAVE SHAW MEMORIAL COMPLEX on _____ I/WE SHALL HEREBY AGREE TO ABIDE BY THE ABOVE REGULATIONS.

Renter _____ Witness _____

Keys picked up _____ Returned _____ Inspection _____



VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX

ATTENTION: TO ALL RENTERS OF THE DAVE SHAW MEMORIAL COMPLEX

The following requirements to which the only exception will be funerals.

1. Booking Fee of \$50.00. This fee is **nonrefundable** in the event of cancellation of booking. The fee must be paid at the time of booking or booking date will not be held. When the rental fees are paid the booking fee will be applied to the rent.
2. All rental fees (including GST) and damage/cleanup deposits are due two weeks prior to usage. All cheques are to be made payable to the Village of Hines Creek. The hall must be swept and mopped. Garbage must be taken out, and tables and chairs must be stacked properly in storage room.
3. Renters must provide the Village of Hines Creek with proof of insurance that allows the **Village to be named as an added insured for the event being held in the Complex.** Ask us or your own insurance provider. PAL Insurance Brokers Canada Ltd. Can provide all Function Liability Policies view on-line or call 1-800-265-8098 ext 221.
4. **NO KEYS will be issued until all fees and deposits are paid and proof of Liability Insurance to cover the event booked is provided.**
5. Kitchen is tendered out for the winter season. Therefore, the extent that it can be used will be to the discretion of the seasonal tender.
6. Use of electrical cooking appliances shall be limited to Kitchen use ONLY.
7. For Wedding Bookings – **4:30 pm Friday to 12:00 noon Sunday**, any additional hours needed for decorating or gift opening will be booked at \$25.00/per hour. Key must be picked up at the Village office Friday before 4:30 pm.
8. A walk through Inspection with the arena manager is required before and after an event. Should a representative of the user group fail to attend the final inspection of the premises, the manager will conduct an inspection and user ultimately has to agree with decisions. Also if you miss deadline of Sunday noon a portion of the damage deposit could be forfeited.

Arena Manager – Joan Jensen 780-835-1397

COPY TO RENTER

VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX

“WAIVER OF LIABILITY”

I/WE THE RENTER _____ hereby, ABSOLVE
AND HOLD HARMLESS the Village of Hines Creek of any liability that may occur
from this even being held in the Complex on
(date)_____.

Renter _____ Date _____

Witness _____ Date _____

VILLAGE OF HINES CREEK DAVE SHAW MEMORIAL COMPLEX

ATTENTION: TO ALL RENTERS OF THE
DAVE SHAW MEMORIAL COMPLEX

Renters must provide the Village office with proof of adequate liability insurance and to place The Village of Hines Creek on the policy as additional named insured.

Policies can be arranged with the renters own insurance company or they may use PAL Insurance Brokers Canada Ltd.

The renter must sign the following waiver:

I/We, the Renter _____ have proper Liability Insurance coverage for the event that we are holding at the Dave Shaw Memorial Complex. The Village of Hines Creek is added as additional insured for the time of the event being held in the complex.

RENTERS: _____ Date _____

WITNESS: _____ Date _____



VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX
HALL RENTAL CHECKLIST

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FUNERAL RENTALS AGREEMENT

The Village of Hines Creek asks the Funeral Director or persons releasing keys to the family that it is made aware to the families or parties who have possession of the keys that it is their responsibility to ensure that all doors are locked. A walk through with the Arena Manager and a check of all areas that were used for family gathering (lobbies) and all other areas are secured with use of keys and or alien key.

Please note as per our rental agreement:

Persons responsible for renting the hall must ensure all doors are locked on departure or be liable for any damages arising from unauthorized entry.

X _____

Signature of Persons picking up & returning keys



VILLAGE OF HINES CREEK
 DAVE SHAW MEMORIAL COMPLEX
 HALL RENTAL CHECKLIST

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Arena Ph: 780-494-3666

KITCHEN & JANITORIAL ROOM CHECKLIST

SUPPLIES:

Date: _____ In _____ Out _____ Checked by _____

Checkmark if clean on walk through.....if not clean or needs repairs please comment

Prior

After Function

Equipment	# There	Condition	# There	Condition	Comment
Serving table					
Check cooler					
Check Deep freeze					
Coffee Pots					
Coffee Urns					
Deep Fryer					
Dish Towels					
Dish Clothes					
Garbage Bags					
Counters					
Cupboards					
Floor					
Grill/Oven/Stove					
Supplies under sink					
Paper towels					
All purpose					
Bleach					
Dish Soap/ sos pads					
Garbage Bags					
Grill Blocks					

Broom					
Bucket					
Coffee Urn					
Dust Pan					
Entrance Mats					
Garbage Bags					
Light Bulbs					
Mop & Bucket					
Snow Shovel					
Cooler					
Counter					
Floor					
Liquor Dispenser					
Sink					
Garbage disposed of					
Chairs					
Entryway					
Floor					
Garbage Cans					
Stage					
Tables					
Upstairs					
Bathroom counters					
Floor					
Handsoap					
Mirrors					
Sinks					
Toilet/Uninals					
Toilet Paper					