VILLAGE OF HINES CREEK

POLICIES AND PROCEDURES MANUAL

RECREATION

TITLE:	Dave Shaw Memorial Complex Rentals
POLICY NUMBER:	1400-07
EFFECTIVE DATE:	August 9, 2022

POLICY STATEMENT: This policy statement establishes the responsibilities and expectations for the rental of the Dave Shaw Memorial Complex Facility. This document is to be used in conjunction with the Village By-Laws, Rate Sheet with any and all other Village Policies and Procedures in effect at the time.

PROCEDURE:

1. Hall Rentals are processed on a first-come, first-served basis.
2. Interested renters must book their dates/times by visiting the Village Office, email, or phone.
3. To confirm a rental, the Village requires:
    a. All fees/deposits must be paid two week prior to the event.
    b. The appropriate Liquor License to be provided to the Village in advance of the event.
    c. The appropriate Insurance Policy to be provided to the Village in advance of the event.
    d. The "Facility Rental Agreement Form – Schedule A" must be completed, signed and returned to the Village Office two weeks prior to the event.
4. The Village will not rent the facility to anyone under the age of 18.

RESPONSIBILITIES:

Renter Representation

The Renter listed in the Agreement shall be responsible for the booking arrangement, set up and clean-up of the event, and their contact information must be current and up to date on the Facility Rental Agreement Form – Schedule A. All activities must be strictly supervised by an adult who will be responsible for the group, and liable for the condition of the facility during the rental. If this person is replaced the name and contact number of the succeeding person shall be made known to the Village Office and Facility Manager and a new contract signed.

Damage Deposit

A damage deposit is required for every event at the Dave Shaw Memorial Complex (exceptions of funerals) and is collected along with the rental fees prior to the event. After the event, if the facility inspection is satisfactory the damage deposit is refunded within 30 days. No interest is paid on the damage deposit.

Damages

The Renter shall leave the facility as they found it. This is to include equipment, rooms, bathrooms, grounds and exterior of the building. The person(s) or organization renting the facility shall be responsible for any and all damages, breakage or loss occurring by any person attending the function and shall reimburse the Village for any costs incurred in repairing the damage, replacing breakages or losses. Should the Renter be in default of this, they shall forfeit a portion of, or the entire damage deposit at the discretion of the Village Chief Administrative Officer or their designate, and additional replacement or repair costs in excess of the damage deposit will be invoiced to the Renter or via the Renter representative. Clean-up will take place immediately following the event, unless alternate arrangements have been made at the time of booking.

Clean-up

The Renter shall leave the facility and grounds in the same or better condition after rental, completing all items in "Schedule A – FACILITY RENTAL CHECKLIST". The Facility Manager will inspect the portion of the facility rented before and after each event to ensure it is left in an undamaged and properly cleaned condition before the damage deposit is refunded. Should damage exist or cleaning is required, the Village Chief Administrative Officer or their designate will hire labour to perform the necessary tasks and will charge the costs to the Renter. Any fixtures, appliances, or equipment that are not operating correctly should be reported to the Facility Manager or Village Office as soon as possible. Any items belonging to the Renter (or parties related to the Renter) are the responsibility of the Renter and not the Village, unless otherwise agreed upon in writing. If items belonging to the Renter are left behind, all damages or losses occurred to said items are the responsibility of the Renter.

Insurance Coverage

The Renter must acknowledge the Village does not provide any insurance coverage for the Renter's participants or activities.

The Renter agrees to provide proof of Third Party Liability Insurance coverage for protection of themselves and their guest users against any bodily injury or property damage arising from the activities in renting the facility.

The Renter agrees to obtain proof of business insurance on behalf of all external businesses hired for the rental activity. The Renter will provide the business proof of insurance to the Village for the inclusion with the original Facility Rental Agreement Form – Schedule A.

Applicable Renter insurance may include: Personal Property & Liability Insurance (for individual/group Renter), Special Events Insurance, or Commercial General Liability Insurance (for business, corporation, non-profit and institution Renter)

In renting the facility, the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless the Village of Hines Creek against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any guest of the Renter, or any third party arising from the rental of the Hall or use of any of the equipment in the Hall.

Liquor Liability Waiver and Acknowledgement

The Renter acknowledges it is their sole responsibility for obtaining all necessary liquor licenses and host liquor liability insurance for their event. A copy must be provided to the Village prior to the event and must be displayed at the event. Note: Alberta Liquor Control Board rules do not permit homemade wine, beer or liquor to be served. The Renter shall be held accountable for any restrictions, contraventions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by the policy

Cancelling a Booking

Cancellations must be made no later than ten (10) days prior to the event, in order to receive a full refund of the deposit. For cancelations occurring less than ten (10) days are subject to a $50 per day processing fee at the discretion of the Village Chief Administrative Officer or their designate.

Kitchen

The Renter is responsible for supplying their own tea towels, dishcloths, table napkins, bar glasses, foam cups and garbage bags etc. Any kitchen utensils needed beyond those supplied by in the Kitchen are the responsibility of the Renter. Food items cannot be left or stored in the Hall. Glass bottles are allowed in the facility, but absolutely no glass bottles are permitted outside of the building.

Promotions / Signs / Decorations

No signs or decorations are to be attached or in any way affixed to the building exterior. The Renter will be responsible for the costs of any damage or defacement to the property. No tacks, pins, nails or screws are permitted to be used on the walls or floors, nor any duct tape. Scotch tape or packing tape may be used to affix any decorations or signs, but any costs incurred by damages will be responsibility of the renter. Confetti, rice or the like is not allowed on the premises.

Animals

With the exception of service animals assisting a person with impairment, animals are not allowed in the Dave Shaw Memorial Complex.

Smoking

No smoking is allowed in any part of the Dave Shaw Memorial Complex

END OF POLICY
APPROVED C-389-22 August 9, 2022
AMENDED

"Schedule A"

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
HALL			
Booking Fee	**$50.00** *(will be applied to rent)*	_____	_____
Hall/Kitchen/Bar - Rental per Day	**$346.50**	_____	_____
Hall Damage Deposit	***$250.00***	_____	_____
(*Damage Deposits cheques will held until inspection completed)*			
ARENA FLOOR SURFACE			
Arena Floor Ice Surface	**$ 525.00/day**	_____	_____
Additional Days	**$ 105.00/day**	_____	_____
Arena Damage Deposit	***$ 500.00***	_____	_____
ENTIRE FACILITY			
Entire Facility	**$ 1050.00/day**	_____	_____
Additional days	**$ 630.00/day**	_____	_____
Entire Facility Damage Deposit	***$ 1000.00***	_____	_____

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

FUNERALS **$ 157.50** **No Damage Deposit Required**

Early Key Pickup per day **$26.25** _____ _____
Date Picked Up _____Date Returned _____
Picked up by: _____
Weddings: Keys picked up by Fri 4:30 - - cleanup completed by Noon Sunday

---

Extra Tables/Chairs Required
Tables __#_____ **$ 2.10** Tables and chairs are not permitted to leave the facility.
Chairs __#_____ **$ 0.53**

VILLAGE OF HINES CREEK
POLICY MANUAL
RECREATION

Maximum Occupancy Load of HALL for non fixed seats and tables is 320.

Maximum Occupancy Load of HALL for non fixed seats and tables is 850.

VILLAGE OF HINES CREEK

ATTENTION: TO ALL RENTERS OF THE DAVE SHAW MEMORIAL COMPLEX

FACILITY RENTAL RULES & REGULATIONS

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 cheques should be made payable to The Village of Hines Creek.
2. Damage deposit cheques 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.
3. NO KEYS will be issued until all fees and deposits are paid and proof of Liability Insurance to cover the event booked is provided.
4. Proof of Proper Facility User Group Insurance must be provided. The **Village of Hines Creek MUST be added as additional named insured.**
5. 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.
6. All functions involving liquor must abide by any conditions set out in the **liquor permit.**
7. As outlined in liquor permit all liquor be cleared from the tables before closing, the evening of the function.
8. A walk through Inspection with the Facility 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.
9. 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.
10. 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.
11. 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 _____

VILLAGE OF HINES CREEK
POLICY MANUAL
RECREATION

Keys picked up _____ Returned _____ Inspection _____

VILLAGE OF HINES CREEK
DAVE SHAW MEMORIAL COMPLEX

WAIVER OF LIABILITY

PO Box 421, HINES CREEK, AB T0H 2A0
Ph: 780-494-3690 Fax: 780-494-3605

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

FUNERAL RENTAL AGREEMENT

PO Box 421, HINES CREEK, AB T0H 2A0
Ph: 780-494-3690 Fax: 780-494-3605

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 Facility 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 Allen key

Cleanup 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 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).*

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

FACILITY RENTAL CHECKLIST

PO Box 421, HINES CREEK, AB T0H 2A0
Ph: 780-494-3690 Fax: 780-494-3605
Arena Ph: 780-494-3666

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**
KITCHEN					
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					

CLEANING SUPPLIES					
Paper towels					
All-purpose cleaner					
Bleach					
Dish Soap/ sos pads					
Garbage Bags					
Grill Blocks					
Broom					
Bucket					
Dust Pan					
Snow Shovel					
Mop & Bucket					

Equipment	**#There**	**Condition**	**# There**	**Condition**	**Comment**

FOYER					
Entrance Mats					
Sweep Floor/Vacuum					

BAR AREA					
Cooler					
Counter					
Floor					
Liquor Dispenser					
Sink					
Garbage disposed of					

HALL					
Chairs					
Entryway					
Floor					
Garbage Cans					
Stage					
Tables					
Upstairs					

BATHROOMS					
Bathroom counters					
Floor					
Hand soap					
Mirrors					
Sinks					
Toilet/Urinals					
Toilet Paper					

Microphone (plug in to confirm working)					

Equipment	**#There**	**Condition**	**# There**	**Condition**	**Comment**
ARENA					

Bleachers					
Floor					
Garbage disposed of					

ARENA LOBBY					
Bleachers					
Change rooms					
Floor					
Garbage disposed of					
Entrance Mats					