



**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
HALL			
Booking Fee	\$50.00 <i>(will be applied to rent)</i>	_____	_____
Hall/Kitchen/Bar - Rental per Day	\$346.50	_____	_____
Hall Damage Deposit	\$250.00	_____	_____
<i>(Damage Deposits cheques will held until inspection completed)</i>			
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**

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 _____

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:

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- 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**

Sweep Floor/Vacuum					
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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)					
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Equipment	#There	Condition	# There	Condition	Comment
ARENA					
Bleachers					
Floor					

Garbage disposed of					
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ARENA LOBBY					
Bleachers					
Change rooms					
Floor					
Garbage disposed of					
Entrance Mats					