



Beaverlodge Recreation Center
1016 4th avenue (780) 354-2203
Box 30 Beaverlodge AB T0H0C0

St. Mary Catholic School Community Gym Booking Form

Organization/Renter:

Name of Event:

Date:

Time:

Contact Name:

Phone:

(Home)

(Work)

(Cell)

Billing Address:

INSURANCE

As per the Town's insurance coverage, it is mandatory that the renter of the Community Gym carry \$2,000,000 of liability insurance for any event.

If proof of insurance is not provided the renter will be denied access to the facility and their reservation will be cancelled and damage deposit will not be refunded. The Certificate of Insurance must be provided at least 10 business days prior to the event.

If you do not already hold a policy that includes event liability one option is to use: www.palcanada.com

Paid Receipt #:

Certificate Issued:

Date Provided:

BOOKING

The Town of Beaverlodge requires payment of a security deposit (50% of total booking fees and damage deposit) to confirm the booking. Damage Deposits are mandatory and will be returned upon verification no damage or extra cleaning is incurred by the staff.

The rental fee must be paid in full 2 business days prior to the event. Keys/fobs will not be given until payment is received in full.

	Cost	Check Appropriate Box
Fitness Groups (per hr.)	50.00	
Non-Profit Groups (per hr.)	40.00	
Special Event – Half Day (less than 4 hours) – No Kitchen	310.00	
Special Event – Full Day (more than 4 hours) – No Kitchen	515.00	
Special Event- Half Day (less than 4 hours) Kitchen Included	360.00	
Special Event – Full Day (more than 4 hours) – Kitchen Included	620.00	
Special Event – Package (with PA, 1 Microphone & Projector, Stage, Tables, Chairs, kitchen)	1,290.00	
Kitchen Rental (per hr.)	50.00	
Key/Key Fob Replacement	50.00	
Cleaning Fee (per hr)	55.00	
Pipe & Drape (per section)	10.00	
PA/Projector/Microphones/Cables	75.00	
Mandatory Damage Deposit (Refundable)	350.00	✓

LIQUOR PERMIT

You **MUST** have a permit if you are serving alcohol at your event. A permit may be obtained from the store where you purchase your liquor. It is the expectation of the Town of Beaverlodge that the renter will obey all conditions set down on the liquor permit.

DECORATING/SET UP

- Decorating can be done one day prior to the event and take down one day after the event. please mark the appropriate column above. If more set-up days are required, please speak to administration to check availability.
- No confetti inside or outside the building.**
- No open flame items permitted**
- When setting up equipment, tables and chairs, etc. all exits are to be kept clear and accessible in case of emergency.
- Please do not use tape of any kind on painted surfaces.
- Please carry tables (don't drag them) and use the chair dollies to move stacks of chairs.

You are responsible for your own table cloths.

• CLEANUP

- All cleaning must be completed or \$50/hour will be deducted from damage deposit for any clean up not completed.**
- Remove all decorations
- Bag garbage and take with you.
- Put chairs away - Any spills on chairs should be wiped.
- Tables to be cleared and washed before storing.
- Tables to be stored face to face to minimize damage to surfaces.
- Dishes are to be washed, sterilized and put away. Coffee pots, counters, sinks and grill to be cleaned.
- You **MUST** have your cleaning done by the end of your rental or by noon of the next day if you have purchased a clean-up day.
- BODILY FLUIDS ARE YOUR RESPONSIBILITY.**

If facility is not cleaned and returned to original condition, there will be an additional \$50.00 per hour service charge.

• ADDITIONAL INFORMATION

Smoking and vaping cannot occur anywhere on the property.

• DAMAGE

The Facilities Manager or designate will conduct an inspection of the facility after each event. Where damage to the facility or equipment is evident during the inspection, the facilities Manager will report the damage to administration. The cost of the damage will be deducted from damage deposit. Damage exceeding the amount of the damage deposit will be charged to the renter.

CANCELLATION

- If the notice of a cancellation is given to the Town of Beaverlodge more than 10 business days prior to the date of the booking, the Town of Beaverlodge will refund the deposit minus the appropriate administration fee of \$25.00.
- If a notice of cancellation is received by the Town of Beaverlodge less than 10 business days prior to a booking, the deposit is forfeited.

The Town of Beaverlodge reserves the right to cancel programs, without liability, to the renter due to insufficient staffing or hazardous environmental conditions. Full credit will be issued.

I HAVE READ AND UNDERSTAND THE TOWN FACILITY RENTAL POLICY, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS THEREIN.

DATE: _____ SIGNATURE _____

PLEASE PRINT NAME _____

NOTES: _____
