



COMMUNITY FUTURES WILD ROSE

SUITE #101, 331 THIRD AVENUE, Strathmore, AB, T1P 1K2 403-934-8888

FACILITY RENTAL

BOOKING INFORMATION		
Organization:	Date:	
Main Contact:		
Mailing Address:		
City:	Province:	Postal Code:
Email:		
Work: ()	Cell: ()	Fax: ()
Alternate Contact:		
Email:		
Work: ()	Cell: ()	Fax: ()

INFORMATION ABOUT THE EVENT	
Full description of event	
Date(s) of Event:	# Of Guests:
Set-up/start time:	Clean-up/end time:



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Room Rental Rates

- \$25 per hour
- \$80 per half day (maximum 4 hours)
- \$150 per full day (maximum 8 hours)

Conditions of Rental Agreement:

- RENTER's are encouraged to have content insurance for any and all equipment / items brought on to the premises, as the Community Futures Wild Rose will not be responsible for any loss or damage.
- Exit doors are to be kept clear of all obstructions at all times in case of fire, as per Alberta Fire Code. The RENTER will be responsible for any fines, damages, lawsuits, incidents etc. that may occur as a result of non-compliance.
- The RENTER is responsible for all set up and take down of tables and chairs. Kindly reset the room to previous set up.
- All furniture, fixtures, supplies or decorations of whatever nature or kind brought on to the premises are at the sole risk of the RENTER.
- No smoking/vaping permitted in the premises or within five (5) meters of any airway or door, as per provincial law. The RENTER and / or guests will be subject to any/all provincial fines.
- The RENTER is fully responsible for ensuring that all interior and exterior facility doors are closed at the end of each event. Check all doors and windows to verify that none were propped open and verify that all exterior doors (including alternate entrances and exits) are closed and locked.
- The RENTER is responsible for the communication of these regulations and for the conduct of participants at all times during set up of the event, the duration of the event and close of the event and any damage, howsoever caused, will be charged to the RENTER. Any damage must be reported immediately to the operator or Organization office.
- Decorations may only be fixed with removable tape. The existing decorations in the building may not be removed.
- The RENTER to call/text Organization's Executive Director prior to exiting the building to engage security system.

Janitorial Conditions of Rental Agreement:

The RENTER is responsible for the following janitorial duties. Failure to complete these duties will result in a \$50.00 per hour charge to the RENTER.

- The RENTER is responsible for ensuring that tables and chairs are cleaned and put back in the appropriate areas.
- The RENTER is responsible to ensure that toilets are all flushed, and the bathrooms are tidied at the end of the event. There is no exception.
- The RENTER must ensure that all garbage and supplies / decorations etc. is / are removed from the facility entirely at the close of the event. A garbage bin is located in kitchen for garbage disposal. Alternatively, there is a larger bin located in the SW corner of the back parking lot.
- The RENTER is responsible for sweeping the floors.
- The RENTER is responsible for cleaning the kitchen (if applicable) to the condition in which it was found. Dishes must all be cleaned and returned to the cabinets, surfaces cleaned and sanitized, floors swept and garbage's removed. All appliances must be cleaned and turned off as per the instructions provided.
- The RENTER is responsible for providing all or any linens required.

Community Futures Wild Rose reserves the right to evict, remove or deny any further bookings or admissions to persons or groups deemed to be misbehaving, causing nuisance, willful damage or ignoring / failing to comply with the above listed regulations and also reserves the right to terminate this Contract without notice in the case of an emergency or circumstances beyond the control of the Community Futures Wild Rose.

Waiver and Assumption of Risks

By signing this Contract, or placing a deposit you, the RENTER, hereby release Community Futures Wild Rose, its agents, officials, directors, employees, volunteers, Contractors, servants, or representatives (hereinafter referred to as "the Organization") from all responsibility for any death, injury, loss or damage of any kind suffered while renting Organization premises or utilizing any Organization equipment unless such injury, loss or damage is the result of negligence by the Organization. The RENTER further agrees to indemnify and save harmless the Organization from any liabilities, damages, costs, expenses, claims, suits and actions in any way arising out of all activities related to the rental of any room in the facility.

Room Rental Agreement:

The RENTER agrees to pay in full, _____, for the agreed upon hours of renting the facility. It is agreed that the RENTER will provide a cheque, cash or e-transfer at the time of contract signing.

Please contact organization Executive Director to open and close the facility at 403-818-2499.

Signing

I have read and fully understand the terms and conditions of the Community Futures Wild Rose Rental Contract and accept personal responsibility for all monies that become due and payable to the Community Futures Wild Rose for rental(s) made on behalf of the aforementioned and understand that this Contract becomes binding either by payment of the deposit or by returning this signed Contract to the address provided and that failure to comply with this Contract may result in cancellation.

IN WITNESS WHEREOF the Organization has executed this document by its proper officer and affixed its corporate seal as of the date first written above.

COMMUNITY FUTURES WILD ROSE

CHANTALE SANGSTER
CFWR EXECUTIVE DIRECTOR

IN WITNESS WHEREOF RENTER has executed this document as of the date first written above.

RENTER

Print Name

Signature

Print Name

Signature