

WEMBLEY RECREATION CENTRE RENTAL CONTRACT

Rec Centre is approximately 7000 ft²
Wheelchair accessible.

Maximum Occupant Load:

With Stage: Standing Space/Non-Fixed Seats 845 * Space with Non-Fixed Seats & Tables 703 * Dining/Beverage 556 Without Stage: Standing Space/Non-Fixed Seats 845 * Space with Non-Fixed Seats & Tables 743* Dining/Beverage 588

RENTAL FEES:

Damage Deposit:

- (a) A Damage Deposit of **\$1000.00** is required. (**\$100.00** for smaller 4-hour rental for space only, **\$200.00** for 4-hour rental with kitchen) **The Rec Centre is not considered to be booked until receipt of the Damage Deposit.** Provided there is no damage or equipment missing after the scheduled event, the Damage Deposit will be returned, by mail, within 30 days of the function.

Please Note: It is at the venue's discretion on the deposit required. Some larger occupancies may not fall under the lesser deposit.

Weekend Rate:

- (b) The rental fee of **\$1000.00** covers rent from Friday at 12:00 pm to Sunday at 3:00 pm. This rental includes tables and chairs at no extra charge.
- (c) A fee of **\$75.00 per hour** will be charged if the Rec Centre is required after 3:00 pm on Sunday.

Daily Rate:

- (d) The rental fee of **\$600.00** covers a 12-hour daily rental. Renter must specify the start and end time of the 12-hour rental, between the hours of 6am (start time) and 11pm (end time).
- (e) A fee of **\$75.00 per hour** will be charged if the Rec Centre is required beyond the twelve hour maximum allowed with a daily rental.

Hourly Rate:

- (f) The Rec Centre is also available for rent on an hourly basis for **\$25.00 per hour** for the space only, **\$50.00 per hour** for the space with tables and chairs, **\$80.00 per hour** for the space with access to the kitchen (tables and chairs included), up to a maximum of 4 hours, after which it automatically upgrades to a daily rate (see above note d).

Additional Options

- (g) Additional equipment, such as decorations, are available for rent at an additional cost. These items, and price of rental can be found on the last page of this contract.

The Contract and balance of fees owed must be paid in full no later than two (2) weeks before the function date. Wembley Recreation Centre will only accept payments by cash, credit/debit, EMT or cheque made payable to The Wembley & District Agricultural Society.

KEYS & MISC. INFORMATION:

Wembley Rec Centre will supply renters with up to two keys, at the end of the function the keys are to be left on the kitchen counter after ensuring all doors are locked. Renters must then **set the security alarm** and leave through the East door. If the keys are not returned, renters will be **charged \$250.00** to replace/rekey the door locks. The Damage Deposit will be held until the door locks are replaced. Please do remember that the Rec Centre is in the country so any time that a door is left open, dust, dirt &/or rodents etc. can access the Rec Centre. If the alarm is activated by renters or attendees and a WDAS representative is dispatched to investigate, there will be a **\$100.00/incident call out charge. Due to fire regulations all exit doors cannot be blocked or tampered with** under any circumstances.

KITCHEN:

Wembley Rec Centre does not have its own mandatory in-house caterer. All equipment in the kitchen belongs to the Wembley Rec Centre. You will have access to the kitchen but are asked to use it with respect. Please do not **remove any equipment** and ensure the kitchen is left clean and in the order you found it. If equipment is missing at the end of your event the cost to replace the equipment will be deducted from your damage deposit.

REC CENTRE USAGE REQUIREMENTS:

Absolutely no tacks, tape etc. are to be used to apply decorations to the walls. Do not use tape of any sort on the floors. All unnecessary damage(s) will be assessed, and an appropriate fee deducted from your damage deposit. No open flame candles are permitted to be used in the building.

Pets are **NOT** permitted in the **Rec Centre**. Please make sure your guests are aware of this.

****Ladders are available - USE AT YOUR OWN RISK****

OVERNIGHT PARKING:

Overnight parking is allowed, however there are no washroom facilities available. We are not a registered campground, there are NO sewage or water hook-ups on-site. There are NO fires/firepits permitted on-site, anyone found to be in violation of this will receive an **immediate \$500.00 fine**.

EVENT SET UP PHOTOS:

We periodically do promotional videos and posts on our social media page, as well as our website, where we use photos from past events to showcase the different set up options. A lot of clients benefit from the visual inspiration. If you would like to have photos from your event included in these promotional projects, we would love to see them. Please email your photos to office@wdas.ca and include in your email that you are giving us permission to use your photos for promotional purposes.

CLEAN UP REQUIREMENTS:

- a. Ensure you or the caterer has cleaned the kitchen and all equipment the night of your function. The fridge, freezer, & coolers must be emptied & cleaned before Sunday 3:00pm
- b. All garbage must be taken out to the bin provided the night of your function from all areas. All cardboard must be removed.
- c. All equipment missing or damaged must be returned or paid for even if it exceeds the damage deposit.
- d. All decorations put up by you must be removed by you. Your decorations may be donated to WDAS.
- e. All tables and chairs are to be wiped clean of debris and stacked in accordance with your rental agreement.
- f. Spot wash walls of any scuffs etc. incurred during your function.
- g. Sweep exposed areas of Rec Centre and washrooms.
- h. Clean the grounds surrounding the Rec Centre of debris left by you or your guests, including cigarette butts.
- i. If the Rec Centre is not cleaned to the standard that it was prior to the rental a **\$100.00/hour** will be charged for that cleaning service.

BAR:

NO HOMEMADE ALCOHOL is allowed on-site at any time****MINORS WILL NOT BE SERVED****

Without exception and for your protection as well as ours, absolutely no alcohol is to be consumed at any time in the Wembley Rec Centre or surrounding grounds unless a liquor permit is present. Permits can be obtained online at <https://aglc.ca/> The bar will not open unless a liquor permit in the name of the renter is posted in the bar area as required. You and your guests will be asked to leave if there is no permit present, it is the renter's responsibility to purchase the appropriate permit for your function.

If alcohol is available at your function, you are required to purchase liability coverage under the P.A.L.S. program which is available at most insurance agencies. This provides you with liability coverage in the event of an accident resulting from alcohol consumption at your function. The Rec Centre's insurance does not cover this type of claim for the renters or their guests.

For security, liability and insurance purposes, the Wembley Rec Centre provides the bartenders as per Option 1 or Option 2 (see following information). Although the liquor license may state otherwise, Wembley Rec Centre has restricted the liquor service until 2:00 a.m. and consumption till 3:00 a.m. Wembley Rec Centre must be vacated by 3:00 a.m.

NO EXCEPTIONS

Bartenders are required to be the last to leave and will lock the doors to the bar area when done their clean up.

You may choose to donate your recyclables to the Wembley & District Agricultural Society after your event. You can leave the bags of recyclables in the alcove by the big bay door. Please check this option on the last page of the contract if this is what you will be doing.

Option # 1

Wembley Rec Centre Bar (Wembley Rec Centre **IS** supplying alcohol)

Wembley Rec Centre is responsible for **all aspects** of the bar. The rate for this service is **\$350.00**. The cost per drink with alcohol is \$5.00 and \$1.00 for all non-alcoholic beverages. Bar proceeds to Wembley & District Agricultural Society. Complimentary Wine is not allowed. The liquor license will be the responsibility of the Wembley Rec Centre to provide. Our Bartending Agent will contact you 2 weeks before your function to discuss any details or requests.

Option #2

Wembley Rec Centre Bar (Wembley Rec Centre is **NOT** supplying alcohol)

Wembley Rec Centre is responsible for providing bartenders **ONLY**. The rate for this service is **\$300.00**. The renter is responsible for providing **ALL** beverages and supplies for the bar. Complimentary Wine is allowed by the renter using Option #2.

The liquor license is the responsibility of the renter to provide. Our Bartending Agent will contact you 2 weeks before your function to discuss any details or requests.

Option #3

BYOB The renter has the option to choose BYOB for their event, however the renter is still responsible for providing a liquor license. If the renter, or any of their guests, are caught selling alcohol during the rental, the rental contract will be terminated immediately and the deposit will be non-refundable.

Bar Option FEES * Paid the night of to the Bartenders directly******

**** BAR WILL NOT OPEN WITHOUT LIQUOR LICENSE PRESENT ****

GREEN ROOM:

This new space is approximately 250sqft and boasts a beautiful relaxing space complete with its own private ½ bath. The room is ideal for you and the girls to get ready for your BIG day. Hiring a band to play at your fundraiser? Here is their space for in between sets. Don't need the entire MP space but want a small intimate room for a selected group? We have got you covered. The Green Room is equipped with 3 couches, a mini fridge, and some luxurious décor with direct access to our incredible MP area. See the additional rentals area of this contract for pricing details.

The **WEMBLEY & DISTRICT AGRICULTURAL SOCIETY** will not be held responsible for renters' private property, lost or stolen items, or personal injury.

ALL Health regulations must be followed.

The Rec Centre is a **NON-SMOKING** facility.



Wembley & District Agricultural Society
Box 238, Wembley, Alberta T0H-3S0
Phone: (780) 897-9703

WEMBLEY RECREATION CENTRE RENTAL CONTRACT

NAME OF RENTER(S): _____

Address of Renter(s): _____
(DD will sent to this address) _____

Phone No. of Renter(s): _____

Email address of Renter(s): _____

DATE OF RENTAL: _____

START/END TIME: From _____ To _____

Expected number of Guests: _____ approximately

RENTAL FEES OPTIONS:

WEEKEND

☐ Option 1: Friday to Sunday **\$1000.00**

DAILY

☐ Hourly Rental (space only) **\$25.00** (Max 4hrs)

☐ Hourly Rental (w/tables & chairs) **\$50.00**

☐ Hourly Rental with Kitchen **\$80.00**

☐ 12-Hour rental **\$600.00**

☐ 12-Hour rental for Wembley community group/Non-profit **\$500.00**

TOTAL RENTAL FEE \$ _____

Additional Charges:

☐ Green Room 12hrs + **\$250.00 -or-** ☐ Hourly (Max 4hrs) **\$25.00/hr**

☐ Pipe & Drape (max 8 panels) **\$10.00** per panel

☐ Black Round Tablecloths (20) **\$100.00**

☐ Circle Archway: **\$50.00**

☐ Projector: **\$150.00**

Total Additional Charges: \$ _____

TOTAL FEES Rental + Additional: \$ _____

DAMAGE DEPOSIT OF \$1000.00 _____ or \$100.00 for 4-hour rental _____

Received: ☐ YES ☐ NO Pymt Type: _____ Date: _____

Returned: ☐ YES ☐ NO Chq# _____ Date: _____

By signing below, the renter acknowledges that they have read and understand the contract.

Signature of WDAS Representative: _____ Date: _____

Signature of renter(s): _____ Date: _____

Rec Centre Cell: 780-897-9703

Print Name _____

Bar Option #1 **\$350** ☐

Bar Option #2 **\$300** ☐

Bar Option #3 **NIL** ☐

Donate Recyclables to WDAS ☐ YES ☐ NO

Total Bar Fees: \$ _____