



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

WEMBLEY RECREATION CENTRE RENTAL CONTRACT

Mercantile Room Maximum Occupant
Load: 114

RENTAL FEES:

Security Deposit:

- (a) A Security Deposit of **\$400.00** is required. (**\$100.00** for smaller 4-hour rental) **The Rec Centre's Mercantile Room is not considered to be booked until receipt of the Security Deposit.** Provided there is no damage or equipment missing after the scheduled event, the Security Deposit will be returned within 30 days of the function.

Cancellation:

- (b) Cancellation of event(s) with 30 days advance notice will receive a full refund of security deposit. Cancellation of event(s) without 30 days advance notice will forfeit the full security deposit. Deposits will be returned in accordance with section (a) of this agreement.

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

Daily Rate:

- (c) The rental fee of **\$400.00** covers a 12-hour daily rental.

Hourly Rate:

- (d) The mercantile room is also available for rent on an hourly basis for **\$25.00** per hour (up to 4 hrs. max.)

Additional Options

- (e) Additional equipment, such as decorations, are available for rent at an additional cost. These items, and the 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, cheque made payable to The Wembley Agricultural Society or email bank transfer to treasurer@wdas.ca.

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 kitchen counter after ensuring all doors are locked. 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 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 exit doors cannot be blocked or tampered with for any reason.**



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REC CENTRE USAGE REQUIREMENTS:

Absolutely no tacks, tape etc. is 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 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**.

CLEAN UP REQUIREMENTS:

- a. Ensure the kitchen and all equipment is cleaned the night of your function. The fridge, freezer, & coolers must be emptied & cleaned.
- 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 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 mercantile room 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.

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.



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WEMBLEY RECREATION CENTRE MERCANTILE ROOM 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: _____

TIME OF RENTAL: From _____ To _____

Expected number of Guests: _____ approximately

RENTAL FEES OPTIONS:

DAILY

- ☐ Hourly Rental **\$25.00** (Max 4hrs)
- ☐ 12-Hour rental **\$400.00**
- ☐ 12-Hour rental for Wembley community group/Non-profit **\$300.00**

TOTAL RENTAL FEE \$ _____

Additional Charges:

- ☐ Black Round Table Clothes (10) **\$50.00**
- ☐ Circle Archway: **\$50.00**

Total Additional Charges: \$ _____

TOTAL FEES Rental + Additional: \$ _____

DAMAGE DEPOSIT OF \$400.00 _____ 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 Wembley Agricultural Society Representative

Date: _____

Signature of renter(s)

Date: _____

WDAS Facility Staff 780-897-9703