

THE POUCE COUPE COMMUNITY CENTRE

5010 – 52nd Avenue

The Community Centre exists to provide a venue where local groups and residents may organize activities contributing to the quality of life in the Region. The Community Centre is administered by the Village of Pouce Coupe, in cooperation with School District 59.

Daily Facility Rental fee	\$250/day
3 Hours or Less Rental fee	\$125
Daily Kitchen Rental fee	\$100/day

If alcohol is served the kitchen **must** be rented and food served

There is a refundable \$400.00 damage deposit (by certified cheque or money order) for any Facility rental. This is non refundable if the space is not cleaned to an acceptable level, or there is any other damage to the facility or equipment. Any kitchen equipment damaged or missing after an event will also be taken from the damage deposit. The damage deposit will be returned upon approval of the booking agent. Clean up MUST be completed promptly, as per our agreement with School District 59.

CLEAN UP EXPECTATIONS

- All chairs and tables are to be wiped down and put back on the carts, under the stage in storage with any run-over being stacked ON the stage.
- Coolers are to be wiped out if used. No food is to be left in the coolers.
- All kitchen surfaces - counters, stoves, etc. are to be washed and cleaned.
- All dishes, pots, utensils, etc. are to be washed and returned to where they were found.
- All decorations must be taken down. All pins, tape, nails, etc. are to be removed.
- Make sure all doors are closed, locked, and alarm is activated. This includes washroom doors.
- No equipment is to be removed from the facility.

BOOKING REGULATIONS

- Space will be allocated on a first come first served basis.
- All facility bookings will include the use of tables and chairs at no additional cost. (These must remain INSIDE the facility.)
- The renter is responsible to ensure that the facility is vacated at the end of the event.
- The renter must not exceed the maximum capacity allowed for the facility. No more than 330 people will be permitted in the Community Centre at any one time.
- The renter shall be responsible for the loss or damage and assumes all risk of injury to any person arising out of the use of the facility.
- The renter will provide a responsible adult to ensure that all attendees adhere strictly to all regulations posted and/or attached hereto.
- Any person that is preparing food or will be having someone else (caterer) preparing food in the kitchen must provide the Village Office with a copy of their **FoodSafe Certification** prior to their event. No keys for the hall may be signed out to the Renter until such a document is provided.
- The renter may not permit any other group or organization that is not named on the license to use said premises without the authorization of the Village of Pouce Coupe.
- The renter may use only the premises named in this agreement.
- Total rental fee is payable before keys may be picked up.
- Annual community events that have been approved by Council are exempt.
- Non-profit organizations, as approved by the Village of Pouce Coupe, may be assigned a lesser rental rate on a case-by-case basis. A letter must be submitted to Council well ahead of the proposed date for a vote and response to be issued.
- GST will be added to all rental rates at the time of invoicing and included in the rates.
- The renter **MUST** obtain a **minimum of 2 million liability** insurance at their own expense to cover the event. This insurance must list School District #59 and The Village of Pouce Coupe as “additional insureds”.

- The renter accepts and will use the premises and equipment at their own risk, and agrees that neither the Village of Pouce Coupe nor School District 59 have made any warranties or representations respecting the suitability or condition of the premises. The renter further agrees that it will indemnify and save harmless the Village of Pouce Coupe and School District 59 and their employees from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including all legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this License and use of the Premises.
- The renter agrees to all terms and conditions by signing the agreement.
- Failure to adhere to said regulations can result in loss of right to use the facility.

HALL RENTAL FORM FOR POUCE COUPE COMMUNITY HALL

NAME OF RENTER or ORGANIZATION _____

DESCRIPTION OF EVENT _____

CONTACT NAME & PHONE # _____

DATE & TIMES REQUIRED _____

DAY AND TIME CLEAN UP TO BE COMPLETED _____

A **DAMAGE DEPOSIT OF \$400.00** IS REQUIRED (either a certified cheque or money order). THIS DEPOSIT WILL BE HELD UNTIL THE BOOKING AGENT APPROVES RELEASE

ANYONE RENTING THE HALL AND SERVING ALCOHOL IS REQUIRED TO BUY P.A.L. INSURANCE (PARTY ALCOHOL LIABILITY INSURANCE) FROM ANY LOCAL INSURANCE COMPANY. CERTIFICATE MUST BE SHOWN.

COPIES OF THE PARTY ALCOHOL LIABILITY INSURANCE COVERAGE AND THE SERVING IT RIGHT LICENSE CERTIFICATE MUST BE HANDED INTO THE VILLAGE OFFICE STAFF PRIOR TO THE KEYS FOR THE HALL BEING SIGNED OUT TO THE RENTER FOR THE EVENT.

THE RENTER AGREES TO REPORT ANY AND ALL DAMAGES TO THE VILLAGE OFFICE.

BY SIGNING BELOW, THE RENTER AGREES TO ALL TERMS AND CONDITIONS IN THE RENTAL OF THE POUCE COUPE COMMUNITY CENTRE FACILITY.

SIGNATURE OF RENTER

DATE

Rental rate paid? Total _____

Proof of Insurance? _____

Damage Deposit Collected? Total _____

Proof of Liquor License? _____

FoodSafe Certificate submitted? _____

Serve It Right License submitted? _____

I AM AWARE that the Pouce Coupe Community Centre is located on grounds belonging to School District #59 and THAT BILL 10 PROHIBITS ANY PERSON FROM SMOKING ON SCHOOL PROPERTY AT ANY TIME (parking lot, playground and any buildings). I AGREE that I am responsible to make guests and patrons of my event aware of this and that SHOULD ANY FINE BE LEVIED AS A RESULT OF THE CONTRAVENTION OF BILL 10 DURING MY RENTAL OF THE HALL, NEITHER SCHOOL DISTRICT #59 NOR THE VILLAGE OF POUCE COUPE WILL BE HELD ACCOUNTABLE FOR MONIES OWING.

Signature of Renter: _____