



Indoor Facilities Regulations

DISCLAIMER: The Sundre Community Centre, Arena and Activity Centre are owned and operated by the Town of Sundre for the purpose of providing sport, recreation and culture to Sundre and area residents. As such, these facilities are funded in part by tax dollars collected by these residents. Any theft, damage or misuse of these facilities will have a direct impact on budget planning. Any group or organization wishing to lease/rent any portion of these spaces will be asked to agree to the following terms:

- 1) The user agrees to assume responsibility for the conduct of its members and patrons during their scheduled rental time.
- 2) The user agrees to assume responsibility for damage to the building, or contents within, during their scheduled rental time and will report damages to the Community Services Department no later than the following business day.
- 3) The user shall be responsible for obtaining security guards or personnel for crowd control and are responsible for incurring any costs associated during their scheduled rental time.
- 4) The user shall arrange payment and key pick up with the Community Services Department no later than two weeks prior to the scheduled event.
- 5) The user recognizes all Town-owned facilities are NON SMOKING. If a cigarette dispenser is required the user shall notify the Community Services Department and a unit will be supplied for them prior to their scheduled rental time.
- 6) The user agrees to supervise the facility while it is being set-up / decorated and cleaned-up. The facility will be left in the condition it was found or better. Note: Nails, thumbtacks, staples, screws, CONFETTI and tape are not permitted in or on the facility.
- 7) The user recognizes the Community Kitchen is a 're-heat' only kitchen as outlined by Alberta Food and Safety Inspectors and not available as a food-cooking source.
- 8) The user recognizes the Arena Concession is leased out and any concerns or rental questions can be directed to a Sundre Minor Hockey representative.
- 9) Fees are subject to change each year as per Motion of Council. Please confirm booking rates with Community Services prior to your event.
- 10) The user agrees to remove all food and liquor immediately after their event.

- 11) The user agrees to provide a damage deposit at time of booking which will be half of the rental fee. The deposit will be cashed in the event of theft or damage to facility or items within the facility, unless alternative options are arranged.
- 12) The user is responsible for obtaining special licenses, permits and insurance if and where necessary. If serving alcohol, the user must provide Host Liquor Liability Insurance (PAL Insurance) for 2 million dollars with the Town of Sundre added as a second on the documents. Liquor license must be posted at the facility during the event. The bartenders will be required to have the Pro-Serve Liquor Staff Training Certification and proof must be provided with the insurance to the Town Of Sundre. *All documents are to be provided two (2) weeks prior to the event.*
- 13) The user agrees to use plastic bottles instead of glass. Coolers shall be poured and served in plastic cups during event.
- 14) The user agrees to a pre-inspection and post-inspection of the facility which will be done with the renter on or before the rental date with a Community Services staff member or a designated person. Note: If the rental date is on a Saturday or Sunday or on a Statutory Holiday, the inspections will be done the Friday or the date immediately before the event date. If the renter decides not to do a pre-inspection, they do so at their own risk.
- 15) The user agrees to the prices and times as outlined in their signed contract.
- 16) The user agrees to be responsible for any cleaning fees as laid out in the fee schedule if the facility is not left in the state required. (Cigarette mess outside included in this cleaning fee)
- 17) The user agrees the Town of Sundre is not responsible for the loss of personal effects or injury to the user or any third parties.
- 18) The user agrees that these facilities are not considered storage facilities. We ask that all items be removed at the end of your event. If you have an assigned storage area please ensure items are locked away when not in use. In the case where items are unable to be removed or are too large to fit into your assigned storage area a \$25 per day fee will be recorded and invoiced at the end of each month.
- 19) A Lost and Found bin will be available at each facility. Items will be held for 2 weeks after which they will be donated to the local thrift store.

ALL FIRE DOORS MUST BE FREELY ACCESSIBLE AT ALL TIMES