

# LONE PINE AGRICULTURAL SOCIETY AND COMMUNITY HALL

RR 2 Site 4 Box 10, Didsbury, AB T0M 0W0

Legal Land Description: SW-16-31-27-W4

31239 Range Road 274

## Rental Policies (effective January 2019)

### RENTAL RATES (including GST) \*Subject to Change without Notice

#### Private Rentals: Private Individuals or Profit Organizations

##### Full Rental (Includes main hall, kitchen, and bar)

- Per Day \$250.00
- Per Weekend (Friday 10am to Sunday 6pm) \$600.00
- Subsequent days \$200.00

##### Kitchen Use Only

- Per Day \$75.00

#### Community Rentals: Community Events, Non-Profit Organizations, NO ALCOHOL

##### Full Rental (Includes main hall and kitchen)

- Community Showers, Anniversaries, Funerals, Celebrations by donation
- Non-Profit Organization, Per Day \$125.00

##### Main Hall Use Only

- Non-Profit Organization, Per Day \$100.00
- Non-Profit Organization, Less than 4 hours \$60.00

##### Kitchen Use Only

- Non-Profit Organization, Per Day \$50.00
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### PAYMENT

A security deposit of 50% of rental rate and the return of the signed agreement form is required to confirm and hold the booking dates. This amount is refundable only if the rental is cancelled at least 120 days in advance, less an administration fee of \$25.00.

The balance of the rental amount is due and payable one week prior to the date(s) of the rental along with a separate damage deposit.

Damage deposit amount is equal to the rental rate and will be used to pay for any damages and/or cleaning requirements to the Lone Pine Agricultural Society and property resulting from direct or indirect use of the said property.

After the function and upon inspection of the facility and property by a representative of the Lone Pine Agricultural Society, the damage deposit will be returned to the LESSEE.

### BAR SERVICES & CATERING

Bartenders and supplies are the responsibility of the LESSEE. The LESSEE must obtain the required license, insurance **PAL (Party Alcohol Liquor) Insurance Liability** if alcohol will be on the premises/grounds of Lone Pine Agricultural Society. (SW-16-31-27-W4). A copy of the insurance must be provided to the Lone Pine Agricultural Society prior to use.

Lone Pine Agricultural Society requires that all LESSEE obtain a **minimum \$2 million dollars event liability insurance (Liquor Liability Insurance)** to ensure the LESSEE in the event of the claim or lawsuit. The Lone Pine Agricultural Society and the Board of Directors are to be named

as additional insureds and all LESSEE need to provide the Lone Pine Agricultural Society with a CERTIFICATE OF INSURANCE with the contract or proof of your own home/farm insurance coverage with NO EXCLUSION OF LIQUOR liability, if there is liquor is served at event.

**PLEASE READ THE INSTRUCTIONS POSTED AT THE HALL and/or ENCLOSED WITH THIS LETTER WHICH PROVIDES DETAILS REGARDING THE FOLLOWING:**

#### **CLEANING**

All tables and chairs must be put away in the same place and the same condition where found and **are to remain in the hall** during the function. **TABLES ARE NOT TO BE STOOD ON!**

**NO TAPES, STAPLES, TACKS OR NAILS ARE TO BE USED ON THE WALLS.**

The LESSEE agrees to the removal of ALL items brought, leaving the Lone Pine Hall in clean condition and garbage to be placed in the dumpsters provided. If deemed necessary the LESSEE will be charged a cleaning rate of \$30.00/hour.

#### **SMOKING**

This is a non-smoking facility. Please ensure that the smokers use the area outside for that purpose and that all cigarette butts are placed in the receptacles provided.

#### **LIABILITY**

The LESSEE expressly agrees that during the use of Lone Pine Hall, it will indemnify and save harmless Lone Pine Agricultural Society from and against any liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the acts of it or its servants, employees, agents or workmen.

By signing the attached rental agreement, the LESSEE complies with the above policies as outlined by the Lone Pine Agricultural Society and Board.

#### **CONTACTS**

Jordan 1-403-461-1037

Elfi 1-403-587-969-4047

**LONE PINE AGRICULTURAL SOCIETY AND COMMUNITY HALL**

**RR 2 Site 4 Box 10, Didsbury, AB T0M 0W0  
SW-16-31-27-W4**

# RENTAL AGREEMENT

**Please review the policies and cleanup instructions before signing and returning this agreement with your Security Deposit to the above address.**

NAME OF GROUP/ORGANIZATION \_\_\_\_\_  
\_\_\_\_ DATE(S) REQUIRED \_\_\_\_\_ FUNCTION \_\_\_\_\_  
\_\_\_\_ TIME REQUIRED (including setup and cleanup)

NO. OF PEOPLE ATTENDING \_\_\_\_\_ ALCOHOL BEING SERVED? YES  NO

If Alcohol is served at this function a copy of the PAL and LLI must be provided to the Lone Pine Agricultural Society representative.

RENTAL RATE: \_\_\_\_\_

SECURITY DEPOSIT (50% of Rental Rate): \_\_\_\_\_ (due UPON booking the hall)

BALANCE OF RENT: \_\_\_\_\_ (due ONE WEEK PRIOR TO EVENT)

\*DAMAGE DEPOSIT \_\_\_\_\_ due ONE WEEK PRIOR TO EVENT).

(\*Damage deposit will be returned to Lessee along with receipt for final payment of rent. Should damage and/or cleaning requirements occur, the deposit cheque will be cashed. Lone Pine Agricultural Society will then issue a refund to the Lessee minus the charges incurred.)

LESSEE: \_\_\_\_\_ (Please print)

ADDRESS: \_\_\_\_\_

\_\_\_\_ CONTACT PHONE/CEL #'S (Phone) \_\_\_\_\_ (Cel) \_\_\_\_\_ (Work)

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

Lessee

DATED: \_\_\_\_\_ SIGNED/APPROVED BY: \_\_\_\_\_

for Lone Pine Agricultural Society

A copy of this Agreement will be returned to the Lessee along with a receipt for the Security deposit

CONTACTS:

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# LONE PINE AGRICULTURAL SOCIETY

## General Hall Maintenance Rules

- make arrangements to pick-up the hall key and where to drop off the key
- if liquor is served, all laws and conditions of the AGLC must be followed
- to adhere to the fire regulations limit of 200 people
- not to permit or allow any damage to the Lone Pine Agricultural Society Hall and property
- to adhere to the smoking policy
- no long distance phone calls
- the use of staples, nails, tape, or other similar items is not allowed except on branded boards and over the bar
- no decorations are to be hung from the ceiling
- do not attach anything to any part of the air circulation fans
- do not use tape, tacks, pins, or nails on the walls
- no sitting or standing on the tables
- ABSOLUTELY no dance wax is allowed at this hall. It removes the floor finish. NO EXCEPTIONS.
- place garbage in plastic bags, tie and place in bins on the north side of the hall.
- no equipment, appliances, or any other hall property is to be removed from the building
- no sleeping in the hall
- no fires inside or on the hall property
- no use of confetti, rice, sparkles or any other items that are difficult to vacuum or clean
- to adhere to AHS food handling guide
- follow dishwasher instructions and use water well system
- security alarm must be set when the hall is not occupied
- will not move or remove any pictures or anything hanging on the walls
- will clean up any spills on the floor immediately on the dance floor using a damp (not wet) mop with no soap

# Lone Pine Agricultural Society and Hall Clean Up and Check Out Procedure

~All bottles, liquor, gifts, food, decorations, garbage, boxes, etc must be removed from the hall~

~Place all garbage in plastic bags, tie and place in the bin on the north side of the hall~

~Hall Must be left generally clean, please put back all tables and chairs the way they were found, extra tables and chairs must be put back in storage areas.~

Chairs to be stacked 8 high

## Main Hall

- wash off all tables with clean soapy water and clean off all soiled chairs
- pick up paper cups, plastic chips or other items that are too large for the vacuum
- replace any tables and chairs back to their original storage areas
- all masking tape to be removed from tables

## Stage

- check stage lights are off and the stereo is off

## Bar Area

- unplug the fridge and prop open, wash counters and sinks
- wash all liquor dispensers
- orange trays washed
- remove all can, bottles and liquor
- remove garbage, boxes and ice you supplied
- bring smoke station in
- turn off overhead and barroom lights

## Bathrooms

- check for any taps or toilets running
- pick up any paper or other items on the floor
- empty garbage cans
- turn off fans and lights

## Kitchen

- any dishes, trays, utensils, cutlery, etc. must be cleaned according to AHS food handling procedures and put away
- wash all counters, backsplashes, sinks, stovetops, drip trays.
- no stainless steel dishes in the dishwasher
- trolley and grey bus tubs washed and trolley whipped down
- turn off fridge -the switch is located on the power bar to the left of the fridge
- chain the fridge door open and replace any shelves moved
- check that all stoves and ovens are turned off
- check the outside door, make sure it is shut tight and locked
- empty all garbage cans and empty boxes
- layout all tea towels and dishcloths to dry
- turn off lights, close all doors

- close curtain between kitchen and hall

#### Garbage

- remove all garbage -tied in plastic bags and placed in the bin on the north side of the hall
- liquor and pop bottles and cans to be removed from hall property

#### Lights

- check -lights outside east and north doors are off
- check stage lights and stereo are off
- check bar lights are off
- turn off overhead fans and exhaust fan (toggle) switch -off
- 4 round switches on the panel to turn off main hall lights -turn until they click off
- check the bathroom, furnace room, kitchen and coat room light are off

#### Doors

- close all double doors and kitchen doors.
- relock any door that has been unlocked
- check to make sure all doors are closed tight
- entry door should be tested if completely closed tight before trying to set the alarm
- set the alarm and turn off both lights
- lock the main door