

Sports Centre Summer Rental Agreement

APPLICANT INFORMATION

Name (individual/organization): _____

Contact Name: _____

Address: _____ Postal Code: _____

Phone Number: _____ Email: _____

Secondary Contact Name: _____

Phone Number: _____ Email: _____

EVENT INFORMATION

Date of Rental: _____

Time of Rental (includes set-up & clean-up) Start: _____ End: _____
(Day rental 6 a.m. to 4 a.m.)

Purpose of Rental: _____ Number of Attendees: _____

Rental Fees

Location: Full Building Fee: \$500.00

Location: Ice Area (with no kitchen) Fee: \$100.00/minimum 3 hrs

Location: Lobby Area (with no kitchen) Fee: \$50.00/minimum 3 hrs

****Rates do not include tables and chairs****

Key Pickup at the Town of Dundurn Office during business hours same day or the last business day prior to the booked event. A late fee of \$100.00 will be charged if the key to the Sports Centre is not returned to the key dropbox at the Community Hall at 214 2nd Ave by the front double doors, unless prior arrangements have been made.

All bookings are subject to an administration cancellation fee of \$150.00 for a full building booking, \$20.00 for Ice Area (with no kitchen) and \$15.00 for Lobby Area.

(Any event on municipal property where liquor is served must have a special occasion permit.)

GENERAL TERMS & CONDITIONS

- **A 50% deposit is due upon booking an event and payment in full must be received prior to the event.**
- **Minimum of seven (7) days cancellation notice, or the deposit will be forfeited. Bookings greater than three (3) consecutive days deposits are nonrefundable upon cancellation.**
- **A credit card number and authorization will be held for late fees, cleaning fees, or damages due to renter.**
- **Any damage to the building or contents will be the responsibility of the renter.**
- **A day rental is considered 6:00 AM to 4:00 AM. If the building is not cleaned by 4:00 AM, renters are subject to cleaning fees.**

Rental Rules & Regulations

1. All Renters of the Dundurn Sports Centre must adhere to the Town of Dundurn's code of conduct. https://townofdundurn.ca/uploads/dm/80505/Code_of_Conduct_Policy.
2. The Sports Centre shall be rented to responsible adult persons only. The Applicant/Contact Person(s) shall be in attendance for the duration of the function.
3. All bookings are confirmed with full payment prior to the event and prior to any independence access to the building.
4. Minimum of seven (7) days cancellation notice, or the deposit will be forfeited. Bookings greater than three (3) consecutive days deposits are nonrefundable upon cancellation. Exception – severe weather as approved by contacting the Town office prior to the event start time.
5. A credit card will be held on file in case damages are incurred or if the event goes longer than the time listed on the rental form; fill out & return the Security Deposit Form. **This facility is under 24/7 video surveillance!**
6. The Applicant/Contact Person(s) will be responsible for setting up the Sports Centre for the event. Private functions are responsible for their own food and beverages.
7. Please contact the Town Office for approval if using nails or hooks for decorations.
8. No unauthorized alcohol shall be permitted in the Sports Centre:
 - a. Consumption of alcohol may be permitted provided the Applicant follows the regulations of the Saskatchewan Liquor & Gaming Association (SLGA). A copy of the Special Occasion Permit (SOP) shall be provided to the Town of Dundurn representative when the application for the Sports Centre Rental is submitted. The SOP must be posted in a conspicuous place in the Sports Centre during the scheduled event.
9. Exit doors shall always remain unblocked.
10. The Applicant hereby indemnifies and holds harmless the Town of Dundurn from and against any and all claims, costs, and other liabilities whatsoever that any or all of them may incur in connection with damage to or loss of any property or bodily or personal injury to or the death of any person or entity or any other type of claim, loss, or damage arising from, in connection with, or resulting from the Town granting this Agreement for the Sports Centre. The preceding indemnity agreement shall apply to the Applicant or anyone that the Applicant is responsible for in law, and such injury, damage, costs, or other liabilities which are caused by the Town's gross negligence or the gross negligence of the Town's representatives, employees, contractors, or those for whom it is responsible for in law.
11. The Applicant/Contact Person(s) will clean up the Sports Centre at the conclusion of the event including all garbage and recyclables. The list of expected cleaning is attached for reference.
12. Applicant/Contact Person(s) are completely responsible for keeping the key safe, making sure the facility is secure, and returning the key after the event ends to the key dropbox at the Community Hall at 214 2nd Ave in the double doors. Failure to keep safe the security of the Sports Centre may result in additional charges; if any break-ins or thefts occur.

Applicant's Initials: _____

SPORTS CENTRE RULES OF ETIQUETTE

The Dundurn Sports Centre is owned & operated by the Town of Dundurn and is available for rental to ensure long-term enjoyment of all Town and Rural Municipality residents.

The Sports Centre Rental Rules and Regulations apply to all individuals or organizations.

We ask that you please review the cleaning checklist below following the usage of the Sports Centre to ensure that all rules and regulations have been complied with. At the termination of the Applicant's use, the area should be in the same condition of cleanliness and repair as it was upon commencement of use.

Cleaning Checklist:

1. Floors have been swept, and all spills have been mopped up.
2. Kitchen is clean, tidy and in proper order (if used).
3. Dishes, pots, coffee pots, appliances and equipment are clean and returned to their original locations.
4. All taps have been shut off.
5. All garbage and recyclables are picked up and removed from the Sports Centre.
6. Tables and chairs (if used) must be cleaned, stacked and returned to their original location.
7. Decorations have been removed without any marks or damage to the Sports Centre.
8. All lights have been shut off.
9. All fans have been shut off (if used).
10. All doors and windows have been closed, and the alarm system has been set.

I/We have read and understand the rules and regulations of the Town of Dundurn pertaining to the rental of the above noted Sports Centre, and I/we agree to abide by them.

I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damages arising from our occupancy.

Signature

Date

Printed Name

Town of Dundurn Approval

Date

Security Deposit Authorization

The Town of Dundurn requires that a credit card be placed on file for all ice rental bookings at the Dundurn Sports Centre as a security deposit to recover the cost of any potential damages and/or fees that are incurred.

Consent to place credit card information on file includes agreement with the following:

1. I acknowledge that the credit card provided may be charged for late fees, cleaning fees, or damages due to renter/organization. There will be a credit card processing service fee applied.
2. I understand that additional charges will be laid depending on the extent of the damage and failure to pay this for the damages, the group(s) will no longer be able to access the Dundurn Sports Centre and/or the Ice Rink until paid in full.

RENTER/ORGANIZATION ACKNOWLEDGEMENT AND CONSENT

I acknowledge that I have read and fully understand this document and hereby authorize and consent to the Town of Dundurn to keep on file my credit card information until inspection by staff has been completed.

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #1: _____ Phone #2: _____

Email: _____

Credit Card Information:

Cardholder Name: _____

Card Number: _____

Expiry (MM/YY): _____ Security Code (CVC): _____

Signature: _____ Date: _____