Battle River Agricultural Society Hall Rental Contract

2026

General Information

The Battle River Agricultural Hall is the largest venue in the Town of Manning, with a maximum occupancy of 500 people. As a non-profit organization, we take pride in maintaining a clean, welcoming, and fully equipped facility for community and private events.

Amenities include:

- Fully equipped commercial kitchen with walk-in cooler
- Commercial ice machines
- Bar with cooler
- Sound system, projector, screen, and WiFi
- Plastic round and rectangular tables
- Plastic chairs

The hall is available for weddings, formal events, meetings, funerals, markets, and community gatherings.

The week prior to your event, the Hall Manager will contact you to:

- Finalize check-in time
- Arrange key pickup
- Conduct a walkthrough
- Review the cleaning checklist

<u>Battle River Agricultural Hall Rules, Regulations & Policies</u>

- **Occupancy**
    - Maximum occupancy levels are regulated by the Alberta Fire Code and Alberta Building Code.
        - Main Hall: 350 people
        - Side Hall Addition: 150 people
        - Total Facility Maximum: 500 people
- **Smoke & Vape Free Facility**

- In accordance with provincial legislation, the Battle River Agricultural Hall is a smoke-free facility. This includes vaporizers and e-cigarettes. Smoking is permitted outside the building only.

- **Alcohol Service**
  - If alcohol is being served, the renter is responsible for:
    - Obtaining the appropriate liquor license through AGLC (www.aglc.ca)
    - Following all AGLC regulations
    - Accepting full responsibility for any infractions under the AGLC Act
    - The renter must also provide proof of PAL insurance with no less than **$2,000,000 liability coverage**. Proof of insurance must be submitted before the rental agreement is finalized.
- **Payment Terms**
  - Full payment is due the day of the event.
  - Accepted payment methods: Cash, Cheque, or E-Transfer
  - For bookings made 90+ days in advance, a **$500 non-refundable deposit** is required to secure the date.
- **Damage Deposit**
  - Damage deposits vary by rental package (see below).
  - Damage deposits will be returned after:
    - Completion of the event
    - Approval of the cleaning checklist
    - Inspection by the Hall Manager
    - If cleaning is incomplete or damage occurs, deductions will be made from the damage deposit. If damages exceed the deposit amount, an additional invoice will be issued.
- **Cleaning & Responsibilities**
  - A cleaning checklist will be provided for the hall and kitchen. All items must be completed and approved by the Hall Manager before the damage deposit is returned.
    - Tables and chairs must be taken down, cleaned, and properly stacked.
    - No tape, nails, or adhesives are permitted on walls.
    - No glitter or confetti is permitted in the facility.
    - All garbage must be removed and placed in the dumpster located in the yard.
    - If hiring hall cleanup services, supervision by a minimum of two adults is required.
- **Kitchen Use**
  - The hall includes a fully equipped commercial kitchen.
    - Catering is permitted.

- The kitchen must be cleaned according to the checklist.

- **Event Supervision**
  - The renter must designate a contact person responsible for:
    - Ensuring all hall rules and regulations are followed
    - Opening and locking the facility
    - Overseeing conduct during the event

Rental Packages

Package 1 – $1700

- Includes:
  - Main Hall
  - Side Hall Addition
  - Bar
  - Both Washrooms
  - Full Kitchen
  - Duration: 2 Days
  - Additional Days: $150/day
  - Damage Deposit: $2000

Package 2 – $650

- Includes:
  - Main Hall
  - Side Hall Addition
  - Both Washrooms
  - Full Kitchen
  - Duration: 1 Day
  - Damage Deposit: $1000

Package 3 – $500

- Funeral or Memorial Service Luncheon
- Includes:
  - Main Hall
  - Side Hall Addition
  - Both Washrooms
  - Full Kitchen

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- Damage Deposit: $500

Package 4 – $100/hour

- Meeting Rate
- Includes:
  - Main Hall
  - Main Washrooms
  - Damage Deposit: $500

Package 5 – $200

- Kitchen Only Rental
- Includes:
  - Full Commercial Kitchen
  - Damage Deposit: $500

Main Contact:		Contact Phone #:	
Event Information			
Rental Dates:			
Package Chosen :			
Total Rental Fee:			
	Deposit Due:		
Notes about Rental:			
Liquor Service:	☐ Yes ☐ No	Permit #	
Rental Insurance	Copy of policy provided		
Liquor Liability Insurance	Copy of policy provided		
Renter Information			
Group Name :			

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Group Address:	
Contact Name :	
Contact # :	
Contact Email :	
Damage Deposit	
Damage Deposit Due :	
Damage Deposit Returned:	
Damage Deposit Notes:	

This RENTAL AGREEMENT made this _____day of _____, between:

Battle River Agricultural Society

and

_____

Renter

1. **RENTAL**

   - The RENTER agrees to provide BRAS with the damage deposit, rental deposit and balance of rental payment in the form of cash, emt, or cheque in accordance with the dates stated on page 1 of this agreement.
   - The RENTER agrees to pay BRAS the cost of repairs to facility over and above that of the damage deposit, as stated on page 1 of this agreement, in case of excessive damage to the BRAS facility.
   - If the RENTER fails to use the premises for the rental date referred to on page 1, BRAS may keep the rental deposit as liquidated damages unless the RENTER has given BRAS at least 14 days notice that it will not be using the premises on that date or the BRAS is able to re-rent the premises for that date.
   - Subject to any Clause of the agreement that authorizes BRAS to deduct money from the damage deposit, the AGRICULTURAL SOCIETY will return the damage deposit to the RENTER within 14 days of the rental date.

2. **FACILITY CARE AND CONDITION**

   - The RENTER and a BRAS representative will conduct an inspection of the facility and equipment *prior to commencement* of the rental event and identify any damages or other conditions present. The RENTER and the BRAS representative will conduct a second inspection *following* the rental event to identify any damages to the facility and equipment arising from the RENTER'S event.
   - The RENTER will be given a key which the RENTER agrees to return in the key when they leave the building. The RENTER agrees to ensure that all doors are securely locked upon leaving the facility.
   - The RENTER shall remove all garbage and clean the premises immediately after the rental period. The RENTER further agrees to

abide by any additional requirements regarding facility condition and care attached to this agreement. If the RENTER fails to comply with this Clause and any additional requirements, the RENTER agrees that BRAS may deduct from the damage deposit the cost of doing the cleaning and performing other remedies at the rate of $50.00 per hour.

3. **RENTER'S RESPONSIBILITY**

- The RENTER agrees to ensure that the maximum total capacity of ____ for the premises for the purposes of the RENTER's use is not exceeded.
- Strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits.
- Assume full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- Restrict use of the facility to the purpose stated on page 1 of this agreement (TYPE OF EVENT), and not permit the use of the facility for any other purpose without the prior, express, and written consent of BRAS or the BRAS representative.
- Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.
- Not to assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and employees of the RENTER to occupy the facility or any part of the facility without first obtaining the written consent of BRAS. A consent by BRAS shall not be a consent to a subsequent assignment, sublease, or occupation by other persons. Any unauthorized assignment, sublease, or license to occupy by the RENTER shall be void and shall terminate this rental agreement at the option of BRAS..
- Not to keep, use, or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liability insurance.

4. **LIABILITY AND INDEMNITY**

- The RENTER agrees to indemnify, defend, and hold harmless the AGRICULTURAL SOCIETY, including its officers, directors, employees,

volunteers, agents, and affiliates (collectively referred to as "the AGRICULTURAL SOCIETY"), from and against any and all claims, liabilities, losses, damages, costs, expenses, or obligations of any kind, including but not limited to, injury to persons or property, arising out of or in connection with the RENTER's use or occupancy of the facility. This includes any claims or damages caused by acts, omissions, or negligence of the RENTER, its employees, contractors, agents, invitees, or any other person using the facility under the RENTER's authorization.

- The BRAS shall not be liable for any claims for injury or damage to persons or property from any cause whatsoever relating to the occupancy of the facility by the RENTER, including any such claims arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

5. **INSURANCE**

- The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of $2,000,000. The insurance policy shall also provide coverage for contingent liability of BRAS on any claims or losses. The BRAS must be added as Additional Insured on the policy.
- If alcohol is being served at any time during the event, the RENTER **must obtain host liquor liability insurance** in accordance with the number of guests anticipated to be in attendance.
- The insurance policies shall be delivered to BRAS on or before the date of the RENTAL as per page 1 of this agreement.
- If the insurance policies are not delivered to BRAS, the BRAS is authorized to cancel the event and the BRAS will notify the RENTER by phone and/or email per the information provided on page 1 of this agreement

By signing below, the RENTER acknowledges having read the contents of this agreement.

RENTER

Signed:

BATTLE RIVER AGRICULTURAL SOCIETY

Per: _____