



# **BATTLE RIVER AGRICULTURAL SOCIETY**

## **HALL RENTAL CONTRACT**

### **RENTAL OPTIONS**

Our community hall is the largest venue in the Town of Manning, boasting a max occupancy of 500 people. We have worked hard as a non-profit organization to build & maintain our hall and all it has to offer. Our hall is close to town, beautiful wooden flooring, a newly renovated commercial kitchen, and a large, paved parking lot, it makes for an ideal wedding and other formal events. The hall is fully equipped with a bar perfect for socializing, a small addition, main hall with stage and projection screen which is great for presentations and performances. The hall is available to rent for a variety of occasions meetings and funerals, to farmers markets and community events. Whether you're looking for a space to host a small gathering or a large celebration, our hall is the perfect choice! Renting our facility gives you full access to using our plastic chairs & tables, which are available in both round & rectangular.

All rentals made 90+ days out, require a \$500 deposit to guarantee your date. Please note that this deposit is non-refundable, and will be applied to your final invoice. At the time of check-in a separate cheque for the damage deposit (\$1000) is required. This will be returned to you after a walk-through following the event. A cleaning checklist will be provided and all items must be completed. If this is not done, it will be deducted from the damage deposit.

The week before your event, our Hall Manager will contact you to finalize check in time; sign out keys. The Hall Manager will walk through the hall with you prior to check in to go over the cleaning checklist, help with the projector if required, and answer any questions or concerns.

Please find attached the following form which lists the prices according to our different rental types. Once you have selected your rental option(s), please contact Malerie Greschner (780-836-5385) to confirm your selected date.

**[WWW.BATTLE RIVER AGRICULTURAL SOCIETY.CA](http://WWW.BATTLE RIVER AGRICULTURAL SOCIETY.CA)**

Battle River Agricultural Society | P.O. Box 272 | Manning, Alberta | T0H 2M0

For questions regarding hall rentals, please contact:

Malerie Greschner, 780-836-5385 | [brasmaning@gmail.com](mailto:brasmaning@gmail.com)



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## HALL RENTAL CONTRACT

Short Term Rental Event Insurance is compulsory when alcohol will be consumed.  
Application forms are available from your insurance company.  
A copy of the insurance confirmation is required for completion of Rental Agreement

### Damage Deposit \$1000

\*To be paid with a separate cheque at time of check in.  
The renter shall pay the cost of replacement and/or installation for damages in excess of \$1000.00 deposit held. If hall keys are lost renter will be charged to rekey the locks (approximately \$1000.00.) Damage deposit will be returned after full inspection of the hall.

### Rental Deposit \$500

\*For all rentals 90+ days out, a deposit of \$500 is required. Please note that this deposit is non-refundable, and will be applied to your final invoice.

### Hall & Kitchen \$1350

\*includes side hall addition, bar, both washrooms, & full use of kitchen\*

### Hall \$1000

\*includes side hall addition, bar, both washrooms, does not include kitchen\*

### Additional Days \$100/Day

\*To have access to hall prior to your event for decorating, kitchen use, storage, etc\*

### Hall Addition Only \$200

### Full Use of Kitchen \$350

\*Includes full use of ovens, stoves, cooler, dishwasher, dishes, utensils, glassware, cutlery, etc\*

### Light Use of Kitchen \$100

\*Only includes kitchen access for serving pre-prepared snacks & making refreshments\*

### Small Functions \$300

\*For Meetings, Workshops, Small Functions only includes main hall\*

### Funerals & Memorial Services Luncheon \$400.00

\*Includes main hall, side hall addition, both washrooms

Contact Name(s): \_\_\_\_\_

Rentals Required: \_\_\_\_\_

Event Type: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Email Address: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_

Dated: \_\_\_\_\_

Renter: \_\_\_\_\_

Total: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Rent Received: \_\_\_\_\_

**Signature of Hall Manager:** \_\_\_\_\_



# BATTLE RIVER AGRICULTURAL SOCIETY

## HALL RENTAL CONTRACT

### REGULATIONS CONCERNING ALCOHOL CONSUMPTION, RESPONSIBILITY AND CLEANUP

- Any person/persons/group renting the Battle River Agricultural Hall must have a contact person at the function that is responsible for overseeing that the rules and regulations of the hall are being followed. This person is responsible for opening up and locking up the hall before and after the function. This person must be available to be contacted during the function by BRAS members or RCMP should the need arise.
  - The renter covenants and agrees to indemnify and save harmless BRAS and its directors, employees and agents from any and all losses, costs, liabilities, expenses, fines, suits, claims, demands, judgements and actions of any kind or nature, and all loss, injury and damage (including legal fees and disbursements on a solicitor and client full indemnity basis) caused or contributed by or arising from the occupancy or use by the renter.
  - Cleanup checklists will be provided for the hall and kitchen. Everything on the lists must be checked off and approved by hall manager in walk through before damage deposit will be returned to Renter.
  - The floor in the hall needs only to be swept and spot washed for spills or excess foot traffic, the floors are professionally cleaned after each function.
  - AGLC 2 drink (1 oz.) maximum serving limit per person. Bar service may not serve trays of drinks to bar patrons.
  - All AGLC rules and regulations must be followed. Renters must have liquor license in place to serve alcohol.
  - It is recommended that renters of the hall have a Designated Drivers service to take patrons home if they are serving alcohol.
  - If hiring out cleanup of hall, must be supervised by a minimum of 2 adults.
- I certify that I have read the above rules and regulations

I certify that I have read the above rules and regulations

**Name of Renter:** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

**Hall Manager Signature:** \_\_\_\_\_



# BATTLE RIVER AGRICULTURAL SOCIETY

## HALL RENTAL CONTRACT

### CHECKLIST FOR CLEANING

**JANITOR SUPPLIES ARE STORED IN CUSTODIAN ROOM (THIRD DOOR TO THE LEFT OF THE STAGE)**

- \_\_\_ USE TABLE & CHAIR MOVERS
- \_\_\_ MUST BE 2 ADULT SUPERVISORS MINIMUM FOR CLEAN-UP
- \_\_\_ COAT ROOM MUST BE MOPPED & DRIED BEFORE CHAIRS ARE PUT AWAY
- \_\_\_ CHAIRS WIPED DOWN IF NECESSARY
- \_\_\_ CHAIRS STACKED IN GROUPS OF 7
- \_\_\_ TABLES WIPED & DRIED. CHECK THE SIDES AND BOTTOMS FOR STICKY SPOTS
- \_\_\_ STACK TABLES TOP TO BOTTOM (NOT TOP TO TOP)
- \_\_\_ FLOORS SWEEPED OF ALL DEBRIS (FLOORS WILL BE PROFESSIONALLY CLEANED AFTER FUNCTION)
- \_\_\_ USE A HALF SPOUT OF CLEANER FOR MOP BUCKET TO MOP KITCHEN, BATHROOMS, ADDITION & AROUND HARDWOOD FLOOR
- \_\_\_ SPOT WASH SPILLS THAT MAY STAIN FLOOR SUCH AS RED WINE OR COFFEE
- \_\_\_ NO NOT WASH THE HARDWOOD FLOOR OTHER THAN SPOTS THAT MAY STAIN
- \_\_\_ ALL RECYCLING MUST BE REMOVED FROM HALL
- \_\_\_ COOLER AND FRIDGES IN BAR WIPED OUT
- \_\_\_ PICK UP AND EMPTY ALL GARBAGES, DUMPSTERS ARE AVAILABLE OUTSIDE. IF A DUMPSTER IS FULL, PLEASE LEAVE THE GARBAGE JUST INSIDE THE KITCHEN DOOR.
- \_\_\_ CHECK BATHROOMS TO MAKE SURE ALL TOILETS ARE FLUSHED & WATER IS NOT RUNNING IN SINKS.
- \_\_\_ PLEASE WIPE DOWN ALL BAR & KITCHEN COUNTERS
- \_\_\_ IF THERE IS A MESS FROM SOMEONE BEING SICK, PLEASE CLEAN IT UP
- \_\_\_ TURN SOUND SYSTEM OFF
- \_\_\_ TURN OFF ALL LIGHTS  
(HALLWAY LIGHT IN THE ADDITION AND ENTRYWAY LIGHT IN MAIN HALL REMAIN ON)
- \_\_\_ ANY BROKEN GLASS AND GARBAGE IS TO BE PICKED UP AROUND THE HALL PARKING AREA
- \_\_\_ ALL DOORS MUST BE SECURED & LOCKED

PLEASE INITIAL NEXT TO EACH LINE TO ENSURE YOU HAVE READ THROUGH THE CHECKLIST.  
SIGN AND RETURN THIS FORM WITH THE KEYS TO THE HALL MANAGER.

**I HAVE READ & COMPLETED ALL TASKS ON THE CLEANING CHECKLIST.**

**Name of Renter:** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

**Hall Manager Signature:** \_\_\_\_\_