

Community Centre Multiuse & Kitchen Package

Beaumont Community Centre
5204 50 Avenue
Beaumont, Alberta T4X 1E3



 **BEAUMONT**



TABLE OF CONTENTS

GENERAL INFORMATION	2
CAPACITIES AND MEASUREMENTS	3
ROOMS FEES AND CHARGES *SUBJECT TO CHANGE EVERY YEAR*	3
DOUBLE BREAKOUT ROOMS	3
SINGLE BREAKOUT ROOMS	3
KITCHEN FEES AND CHARGES	4
EXTRA RENTALS	4
GENERAL RULES AND REGULATIONS	4
CLEAN UP GUIDELINES AND RESPONSIBILITIES	4
BOOKING PROCEDURES	5
FACILITY VIOLATION OF STANDARD OR BREAKAGE	5
INSURANCE AND LIQUOR LICENSE	6
EVENT PERMIT/ SPECIAL PERMISSIONS	7
SET UP AT THE CCBCC	8
TABLES AND CHAIRS INVENTORY AT THE CCBCC	9
PHOTOS: TABLES AND CHAIRS AVAILABLE FOR BREAKOUT ROOMS ONLY.	9
KITCHEN	10
KITCHEN RULES AND REGULATIONS	10
FOOD HANDLING PERMIT	11
CARE OF KITCHEN EQUIPMENT	11
KITCHEN EQUIPMENT INVENTORY	12
CCBCC BOOKING CHECKLIST	18



Introduction

The CCBCC multipurpose rooms are located at 5204 50 Ave in the Beaumont Community Centre. Our goal is to provide the community with easy accessible rental spaces meeting a variety of needs. The CCBCC rentals are an affordable option to utilize quality space in the heart of Beaumont. Clients can use the CCBCC on a shared facility use basis on the terms set out in this agreement.

This document and the terms and conditions cover the booking requirements, access, responsibilities, contact information, documentation and the outline of the relationship between the City of Beaumont and the user.

General Information

Breakout Room(s)

If renting one of the breakout rooms, please be advised the rooms are below a dance studio. If the dancers are present, you may hear them. As the dance group is a part of a private lease we do not know when they will be there - they have 24-7 access to their leased space.

If renting a breakout room, you will not have access to a sink, water, or a refrigerator.

Boardroom(s)

The Boardrooms are always set up boardroom style and have tables and chairs that must stay in the rooms that cannot be moved. Each board room comes with a TV mounted on the wall that doesn't move. Different cords are available and are located at the front desk. All AV is included with rental.

If renting a boardroom, you will not have access to a sink, water, or a refrigerator.

Arts and Crafts Room

The arts and crafts room is set up board room style with 4 tables and 12 plastic blue chairs. We don't move or change the setup of the Arts and Crafts room and the table and chairs do not leave the room. The arts and crafts room is smaller in size than the boardrooms and has no AV available with the rental. The table and chairs are easy to clean.

If renting the arts and crafts room, you will not have access to a sink, water, or a refrigerator.

Kitchen

The Kitchen is an affordable option to utilize a high quality commercial kitchen in the heart of Beaumont. Fully equipped & licensed commercial kitchen with large commercial dishwasher, walk-in cooler & freezer, dry goods shelf, commercial coffee maker, gas convection ovens and flat top grill.



Capacities and Measurements

Halls/Rooms	Guests	Square Footage	Notes
Small Hall	100	2 653	Set up Info Required
Large Hall	225	3956	Set up Info Required
Full Hall	350	6609	Set up Info Required
Single Breakout Room	32	660	Set up Info Required
Double Breakout Room	64	1320	Set up Info Required
CCBCC Board Room	12	308	5 tables and 12 swivel Charis Set up: Board Room Style
Community Board Room	12	326	5 tables and 12 banquet chairs Set up: Board Room Style
Arts and Crafts Room	12	312	5 tables and 12 blue plastic chairs
Woodworking Room	15	387	N/A

** Approximate capacities with tables and chairs (guest number subject to number of tables required) **

Rooms Fees and Charges *subject to change every year*

CCBCC Boardroom (Up to 25 capacity)	\$35/hour
Community Room (Up to 25 capacity)	\$35/hour
Arts and Crafts Room (Up to 25 capacity)	\$20/hour

Double Breakout Rooms

	General Public	Adult Non-Profit/CVO	Youth Non-Profit/Funeral
Full Day (16 hour max)	\$355	\$300	\$240
Hourly	\$51	\$44	\$34

Single Breakout Rooms

	General Public	Adult Non-Profit/CVO	Youth Non-Profit/Funeral
Full Day (16 hour max)	\$175	\$150	\$120
Hourly	\$25	\$22	\$17



Kitchen Fees and Charges

Full Day (16 hour max. between 7am-2am)	\$250
Kitchen Booking with Hall (Full Day 16 hour max. Between 7am-2am, hours to match the hall hours)	\$150

Extra Rentals

Extra Rentals	
Event Small Storage	\$50/Event
Kitchen (with hall)	\$150/Event
Kitchen Only	\$250/Event
SOCAN	Included in Rental
Parking Lot	\$17/Hour

General Rules and Regulations

- No Confetti, rice, glitter etc., is to be thrown inside or outside of the facility.
- No food or beverages are to be left in the facility.
- No animals other than service animals are allowed in the facility at any time.
- No open burning candles allowed. All candles must be in approved enclosed containers only.
- All damage MUST be reported before leaving.
- The LESSEE is responsible for their own supplies such as napkins, plates, cutlery, linens, etc.
- We do not allow bouncy castles inside the building

Clean Up Guidelines and Responsibilities

- Please put garbage and recycling in receptacle provided – we empty them at the end of the event (hourly in the halls).
- Clean up any wet messes – (we can provide broom and mop if needed)
- Bar must be left in reasonable conditions (no garbage in sinks, wet messes mopped, counters wiped down, floor swept, spills wiped out of refrigerator, empty dishwasher.
- All areas must be left how they were found.



Booking Procedures

Follow these steps to reserve a rental space at one of the City of Beaumont facilities.

1. Please choose the appropriate booking application form for the space you would like to rent from <https://www.beaumont.ab.ca/>
2. Fill out the appropriate rental form and email it to Guest.Services@beaumont.ab.ca or send an inquiry email to Guest.Services@beaumont.ab.ca or call 780-929-7946. The appropriate bookings facilitator will be in contact within 3 business days.

Payments

All the fees are due in full at the time of booking. An additional rental rate of one hour will be charged for every hour of occupancy after the expiry of the agreed rental period.

Modifications and Cancellations

Modifications to booking times and or dates may be made up to 14 days prior to the event date. Please confirm set-up details 7 days prior to the event date, if necessary. Cancellation by the LESSEE must be made in writing. A minimum of 14 days is required in order to receive a full refund of any monies paid. Cancellations made within less than 14 days and no shows forfeit 100% of the rental fee.

Facility Violation of Standard or Breakage

If the rented space is left in an unacceptable condition after use a verbal warning will be issued and a cleaning fee will be added each time this is an issue. The City of Beaumont holds the right to over pass the warning period and terminate rentals immediately if necessary.

Any damage, abuse or loss occurring during the usage of the rental must be disclosed to the City of Beaumont staff such as the facility attendant and then the appropriate supervisor. The renter will be charged for the replacement of missing or broken items. Please notify the facility attendant working of any issues, comments and or concerns. A CCBCC staff member will do a pre and post walk through that is required to be signed off by the CCBCC staff member and the renter before and after the booking.



Contact Information

Title	Contact Number
Facility Attendant On Shift	780.264.6749
Front Desk at the CCBCC	780.292.1221
Community Centre Coordinator	780.929.3546
Beaumont Sport and Recreation Centre	780.929.7946

Insurance and Liquor License

- Certain events may require liability insurance in the amount of \$2 million, naming the City of Beaumont as the **Additional Insured**.
- All renters wishing to serve alcohol need to obtain a liquor license from the AGLC.
- Both insurance (if applicable) and liquor license must be turned in to the CCBCC two weeks before the event. Renter must post liquor license in bar during the event.
- It is important the information/addresses on their insurance documents are correct:

Additional Insured:

City of Beaumont
5600 49 Street
Beaumont, AB
T4X 1A1

The event is at the Beaumont Community Centre:

Beaumont Community Centre
5204 50 Avenue
Beaumont, AB
T4X 1E3



Event Permit/ Special Permissions

Some events may require special permissions. Any outside activities, such as a BBQ, food truck, tent, bouncy castle, outdoor games, etc., require a permit from the City of Beaumont. You must submit a permit and wait for it to be approved before booking the space or making any other further arrangements. It is up to the appropriate department to approve or deny applications. Once/if the application is approved by the appropriate department the permit will be e-mailed to you and then you must forward it to the appropriate facility.

- All activities planned outside the FACILITY require a municipal special permission permit, available at beaumont.ab.ca/571.
- The link to be able to submit an inquiry about special permissions is : <https://www.beaumont.ab.ca/570/Event-Hosting>

Amenities at the CCBCC

- Projector and Sound System
- Set-up and Take down
- Tables and Chairs
- Podium
- Accessible Bathrooms
- Kitchen (with extra fee)

Projector and Sound System at the CCBCC

- The projector is permanently set up in breakout room 1.
- The projector screen is permanently set up in break out room 1 and 2.
- Instructions on the projector and AV system are located on the wall by the AV system in each of the rooms.
- We have a built-in sound system in each of the rooms which vary from booking space to booking space.



AV included in the Breakout Room and Boardroom Rentals at the CCBCC

The boardrooms has the option of using clickshare, please note that you cannot use clickshare in both boardrooms at the same time.

Break Out Rooms	Projector Screen	Projector	Sound System	Microphone (Included in Rental)	Head Set (Included in Rental)	Cords Available at Request
BOR1	1	1	BOR1 Only	1	1	HDMI, AV, AUX, ECT.
BOR 2	1	At Request if available	N/A	0	0	HDMI, AV, AUX, ECT.
BOR1& 2	2	1	Combined	1	1	HDMI, AV, AUX, ECT.
BOR 3	1	0	BOR 3 Only	1	1	HDMI, AV, AUX, ECT.
BOR 4	0	At Request if available	N/A	0	0	HDMI, AV, AUX, ECT.
BOR 3 & 4	1	At Request if available	Combined	1	1	HDMI, AV, AUX, ECT.

Boardrooms	TV	Cords Available at Request
Boardroom	1	HDMI, AV, AUX, ECT.
Community Boardroom	1	HDMI, AV, AUX, ECT.

Set Up at the CCBCC

Tables and chair set-up and take down is included with the booking. However we will require your set-up requirements a minimum of 14 days before the event. The boardrooms are set up as a boardroom style.



Tables and Chairs Inventory at the CCBCC

Inventory Item	Amount
Round Table	65
Rectangle Tables	50
Banquet Chairs	400
Blue Plastic Chairs	200
Cocktail Tables (Halls Only)	7

Photos: Tables and Chairs available for breakout rooms ONLY.

Blue Plastic Chairs:



Banquet Chairs:



Rectangle tables:



Circle Tables:



KITCHEN

Kitchen Rules and Regulations

Dry Storage: All items must be clearly identified and labeled with the user's name. Opened food items must be stored tightly covered in labeled containers. All items must be stored off the ground. No cardboard boxes are allowed in dry storage. Plastic milk crates or covered plastic tubs are good to store utensils and other items. The areas must be kept clean, swept and mopped at least once a week.

Cooler Storage: All items must be clearly identified, labeled and dated with the user's name. Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf/rack and please keep in mind sanitation guidelines that dictate raw meats on bottom shelves. Please clean and sanitize your storage area at least once a week.

Garbage Disposal: Please bag all garbage and place garbage bags into the garbage area. Place cardboard in the garbage area. Empty trash containers in the facility into the dumpster or designated area and leave trash can(s) clean.

Operating Manual: The "operating manual" will be a binder located in the kitchen, inside the kitchen's small office – this is where you will find user and maintenance manuals for each of items located in the kitchen. Please comply with the operating manuals.

Facility Failure: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users MUST notify the facility attendant on shift and they will notify the Community Centre Coordinator of the occurrence. Please use City Works to submit the failure request immediately. The Community Centre Coordinator will follow up and handle the situation as needed.

No Live Animals are allowed inside the building at any time.

No Smoking on campus of CCBCC at any time. The Beaumont Community Centre is a City of Beaumont building and is a tobacco-free facility.

No eating, or drinking from open containers is allowed in the food production areas. Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.

Smallwares: Users will provide their own smallwares, such as towels, cooking items, pans and other special items necessary. Do not leave your personal smallwares in the kitchen. Do not leave cleaning rags behind. The Community Centre will NOT provide any small wares at any time.

Kitchen Property: No equipment or other kitchen items are allowed to leave the premises.



Food Handler Health and Hygiene

Prior to the use of the kitchen, the Community Centre Coordinator will instruct all of the Kitchen workers for their event to do the following:

- Please, do not come to the kitchen if you are sick with a contagious illness.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the kitchen wearing clean clothes.
- Bring hair restraint to wear in the kitchen, such as a hair net, cap or hair-tie.
- Ensure nails are manicured and free of nail polish.
- Wear comfortable close-toed shoes. For safety reasons, open-toed shoes are not permitted.

A variety of resources can be found on the Alberta Health Services website, some are attached to this package.

Food Handling Permit

An application for a Food Handling Permit may be required dependent on the reason for renting the commercial kitchen at the CCBCC. It would be completed and submitted to Alberta Health Services at least 14 days prior to booking space at the Beaumont Community Centre, if applicable.

Upon receiving a completed application, a public health inspector will contact you to arrange an on-site inspection. Initial inspections require that all equipment and fixtures are in place and operating, all construction is complete and the premises are in a clean and sanitary condition.

The Food Handling Permit issued to an operator of an approved facility is not transferable. For change of ownership, the new operator must apply for a new Food Handling Permit two weeks prior to taking over the operation.

The link for the online application: <https://www.albertahealthservices.ca/frm-03298.pdf>

Care of Kitchen Equipment

- Manuals with complete use and care instructions for all kitchen equipment are housed in a binder located in the kitchen's small office.
- When repairs are needed on the equipment, the CCBCC must be notified. Please do not attempt to make repairs on your own.



Kitchen Equipment Inventory

Inventory Item	Inventory Item
Double stack gas convection oven	Double gas range and oven
Flat top grill	Standard Fridge and Freezer
Commercial coffee maker and hot water	2 commercial sized sinks
Commercial dishwasher	4 handwashing sinks
8 prep tables (on wheels)	2 cooling racks
Storage racks	Commercial freezer (3 racks, 12 shelves)
Commercial fridge (5 racks, 20 shelves)	Dry storage (5 racks, 20 shelves)



Kitchen Guidelines for Use

Please remember that safety and sanitation come first when making work decisions in the preparation, dishwashing or serving areas. This will keep food safe and avoid accidents.

- Keep food and work areas clean and prevent cross-contamination.
- Cook each food to its appropriate doneness temperature. Use a thermometer.
- Chill and store food safely.
- No children under the age of 15 may be in the kitchen at any time.
- Hair coverings, caps, or bandanas are required for any individuals while in the Kitchen.
- Store belongings away from food preparation areas.
- Please do not eat or drink in the Kitchen. Tasting and covered water bottles are permitted.
- Cut only on cutting boards and not on the stainless steel counter tops.
- Wash all counter tops and work areas with the sanitizer provided.
- All foods prepared for an event must be removed from the kitchen at the end of the event.
- No items are to be left in the refrigerator, freezer, cupboards or shelving.

To ensure that the food you prepare and serve in our kitchen is safe, we would like kitchen workers to pay special attention to the following information:

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another (e.g., cutting meat to cutting bread) and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut on your hand.
- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go onto the next item.
- After cutting raw food, wash smallwares and countertops with hot, soapy water and sanitize them.
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (135°F or above) and cold food cold (41°F or below).
- Remember the 2 hour rule. Perishable food should never be left in the temperature Danger Zone (between 41°F and 135°F) for more than 2 hours. This includes both hot food and cold food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage.
- Allow foods to rest after microwave cooking for the recommended time. This will allow food to complete the cooking process.



Guidelines for Kitchen Clean-up

You must leave the space the way that you found it every single time you use it. If it is left untidy or dirty you must notify a facility attendant immediately. If no facility attendant is on please use City Works.

- All smallwares are to be cleaned, air dried and put back in the appropriate storage space.
- Nothing is to be left in/on the sinks, tables, floors, or counters.
- All items not belonging to the CCBCC should be removed at the end of the event.
- Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use.
- Floors and under all counters and equipment should be swept clean and mopped
- Grease traps under the stove top and grill must be cleaned.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly.
- Mop bucket wastewater should be disposed of in the custodial room ONLY.
- Cleaning or rinsing of mops or custodial equipment in any Kitchen is not permitted.
- All trash must be properly bagged and placed in the garbage room.
- Stovetops washed clean, oven wiped clean (if used).
- Leftover foods properly disposed of.
- Supplies and equipment returned to their proper places.
- Coffee maker emptied.
- Portable coffee and hot water urns emptied and washed out.
- Dishwasher is turned off and the lid is closed.
- The renter is responsible for all cleaning done in the kitchen during and after the event.
- Please fill out provided cleaning schedule form each time you clean the shared space.
- The cleaning schedule is provided in this package.
- Fans above stove must be turned on when cooking and turned off before leaving unless someone is ready to use it afterward.
- Sanitizing Spray will be provided. Please ask a facility attendant when ready.
- Broom and Mop will be provided. Please ask a facility attendant when ready.



Beaumont Community Centre Event Booking Form

Section 1: Personal Information

Name:

Email Address:

Full Address:

Phone Number:

Date of Birth:

Email:

Section 2: Event Details:

Date of Event:

Event Type:

Event Start Time:

Event End Time:

Number of Attendees:

Section 3: Rental Information

Rental Space Requested:

Number of rectangle tables requested:

Number of round tables requested:

Number of chairs per table requested:

Will You Be Serving Liquor? *Please encircle one*

YES

NO



Special Requests and Requirements:

Notes:

Section 4: Office Use Only

<input type="checkbox"/>	Contract/T&C	Date Received:_____
<input type="checkbox"/>	Payment	Date Received:_____
<input type="checkbox"/>	Liquor License	Date Received:_____
<input type="checkbox"/>	Room Lay Out	Date Received:_____
<input type="checkbox"/>	Delivery Liability Form	Date Received:_____
<input type="checkbox"/>	Storage Liability Form	Date Received:_____
<input type="checkbox"/>	Kitchen Use Policy	Date Received:_____

Client Name and Signature	Date
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CCBCC Representative Name and Signature	Date
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CCBCC Kitchen Use Policy Agreement

Date:

Event Start Time:

Event End Time:

Name of Renter / Organization:

Event:

Phone Number:

Email:

CCBCC Staff: _____

CCBCC Staff member must complete pre-walk through form(s) with the renter before the rental.

Equipment/ Supplies Suggested:

Liability: The renter agrees to assume full responsibility for personal injuries and damage to property arising from the use of facility by renter hereunder and agrees to indemnify and hold harmless the City of Beaumont from any and all claims and damages relating thereto.

I have read and understand the Use Policy.

Client Name and Signature

Date

CCBCC Representative Name and Signature

Date



CCBCC Booking Checklist

This checklist will help you keep track of everything you need for your rental.

A copy of the terms and conditions for the MPR Rentals are at the end of this package.

-
- Dates and times for the rental and confirmed availability
 - Proof of 2 million dollars of Liability Insurance, if applicable
 - Liquor License, if applicable
 - Event Permit Provided, if applicable
 - Understand the City of Beaumont Rules, Regulations and Guidelines for Use
 - CCBCC Delivery of Items on the Premises Liability Form, if applicable
 - CCBCC Storing Items on the Premises Liability Form, if applicable
 - 100% paid at the time of booking
 - Reviewed and accept the terms and conditions

Client Name and Signature

Date

City of Beaumont Representative Name and
Signature

Date



Terms and Conditions

1. RENTAL CONDITIONS

- 1.1. The LESSEE agrees to pay the FACILITY all fees in full at the time of booking.
- 1.2. Modifications to booking times and/or dates may be made up to fourteen (14) days prior to the event date. Please confirm set-up details seven (7) days prior to the event date.
- 1.3. Cancellation by the LESSEE must be made in writing. A minimum of fourteen (14) days is required in order to receive a full refund of any monies paid. Cancellations made within less than fourteen days and no shows forfeit 100% of the rental fees.
- 1.4. All licenses and policies must be delivered to/received by the FACILITY no less than seven (7) days before the date of rental.
- 1.5. In the event of an unforeseen circumstance, the FACILITY may on occasion cancel events. All deposits will be returned.
- 1.6. The City of Beaumont will not rent any facility to anyone under the age of eighteen (18) years. All permits, licensing and insurance must be in the renter's name. Where the rented facility is being used by persons under eighteen years of age, a responsible adult must be present.
- 1.7. Access to rented space is only available for the time slot booked; the rental time does not include additional setup or takedown time.

2. AUTHORITY

- 2.1. The FACILITY reserves the right to terminate this agreement if the LESSEE is not complying or does not comply with the Liquor Control Act, the regulations under the said Act, the policies of the Alberta Liquor Control board and/or the RCMP.
- 2.2. The FACILITY staff have the authority and responsibility to enforce all regulations, including evicting anyone who is creating a disturbance, creating a danger to themselves and/or others, or is failing to adhere to established rules and regulations in accordance with the FACILITY policies. A breach of the rules and regulations may result in termination of the lease by the FACILITY.
- 2.3. The FACILITY shall have full power in the interpretation and enforcement of all Terms and Conditions and the power to make such amendments and additional Terms and Conditions as considered necessary for the proper conduct of the facility. The FACILITY retains the right to terminate this agreement at any time, before or during the Agreement Period if the LESSEE is not complying with the Terms and Conditions herein.
- 2.4. The FACILITY retains the right to change or amend the Facility Rules as deemed necessary for the successful operation of the facility. The LESSEE will be given fourteen (14) days' notice of any such change when there is an existing contract.
- 2.5. Staff of the FACILITY, RCMP, AGLC, or Fire Department personnel have the authority to enter the facility premises, rental activity, or events, and conduct occupant load counts, ensure there are no blocked exits, and ensure there are no activities which may be hazardous to the occupants of the premises, or the facility itself.

3. FACILITY CARE AND CONDITION

- 3.1. The LESSEE shall make ALL attempts to take responsibility for the Facility or Properties from the time they enter the building until the time they leave. This includes dates used to set up for their function(s) and for the dates used to clean up after their function(s).
- 3.2. Should any damages occur as a result of the event, the LESSEE will be invoiced for all costs incurred for repair and/or replacement.
- 3.3. The LESSEE is responsible for the removal of all equipment and material, decorations and personal items prior to the completion of rental. The FACILITY is not responsible for (storage of) items, personal effects, gifts, decorations etc. brought in the premises by the LESSEE. The LESSEE shall not attach or hang any materials or items from the ceiling, windows, or floors. Masking tape, tacks, command strips, nails and/or staples are not permitted. Use of painters tape, sticky tack, and window decals are permitted.
- 3.4. The LESSEE shall clean the premises prior to completion of the rental period and leave the facility in the same condition in which they found it upon the very first date of entry. Garbage is to be placed in the appropriate receptacle,



with excess garbage piled neatly beside the appropriate receptacle. The LESSEE further agrees to abide by any additional requirements regarding facility condition and care listed in this agreement. If the LESSEE fails to comply with this clause and any additional requirements, the LESSEE agrees that the FACILITY may charge an additional fee of \$50.00/hour for labour required for excess cleaning.

4. LESSEE'S RESPONSIBILITY

- 4.1. The LESSEE must adhere to fire code capacities for the rented facility, and agrees to ensure that this capacity is not exceeded. The Lessee will be responsible for any fines incurred should an official inspection occur during the rental.
- 4.2. The LESSEE shall restrict use of the facility to the purpose stated in this agreement and not permit the use of the facility for any other purpose without the prior, express and written consent of the FACILITY or the City of Beaumont representative.
- 4.3. The LESSEE shall ensure that all guests follow the posted rules and regulations of the FACILITY.
- 4.4. The LESSEE shall 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. The LESSEE must assure adequate adult supervision for children under the age of eighteen (18) years. Inappropriate behavior on the part of the LESSEE and/or event participants may result in the cancellation or cessation of the rental event at the discretion of the Facility Supervisor or the Facility Attendant, without refund of all or any rental fees. Inappropriate behavior includes, but is not limited to, the following:
 - a) The destruction of exits, doorways, stairwell, elevator or passageways.
 - b) Willful destruction of or damage to the facility, properties and/or equipment.
 - c) Perceived danger to the participants, guests, volunteers and/or staff.
 - d) Inappropriate behavior or language towards participants, guests, volunteers and/or staff.
- 4.5. Not to allow any waste or nuisance on the facility or use or allow the facility to be used for any unlawful purpose according to bylaws of the City of Beaumont and laws of the Province of Alberta and the Dominion of Canada.
- 4.6. Due to the multipurpose use of the facility the LESSEE and all individuals attending the function shall not interfere with other programs or cause a disruption to their program or interfere with the individuals attending other functions.

5. GENERAL RULES

- 5.1. No Confetti, rice, glitter etc., is to be thrown inside or outside of the facility.
- 5.2. No food or beverages are to be left in the facility.
- 5.3. No open burning candles allowed. All candles must be in approved enclosed containers only.
- 5.4. All activities planned outside the FACILITY require a municipal Special Permission permit, available at beaumont.ab.ca/571.
- 5.5. Activities such as, but not limited to, bouncy castles, animal shows, and hockey require additional approval from the FACILITY. The LESSEE agrees to observe the posted FACILITY rules, available at beaumont.ab.ca/572.
- 5.6. All damage MUST be reported before leaving.
- 5.7. The LESSEE is responsible for their own supplies such as napkins, plates, cutlery, linens, etc.

6. LIABILITY AND INDEMNITY

- 6.1. The LESSEE agrees that it will indemnify and save harmless the FACILITY and the City of Beaumont, from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature pertaining to their occupancy of the facility.
- 6.2. The FACILITY and the City of Beaumont shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the LESSEE, including those 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.
- 6.3. The LESSEE must strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits.

7. INSURANCE



- 7.1. If alcohol is being served at any time during the event, the LESSEE must obtain both Host Liquor Liability Insurance in accordance with the number of guests anticipated to be in attendance, and a valid liquor license from AGLC. The insurance policy shall provide a **minimum coverage amount of \$2,000,000.⁰⁰** The LESSEE MUST list the City of Beaumont as additionally insured.
- 7.2. If the booking is planned for any purpose other than what the facility is intended for, including any of the posted exclusions, the LESSEE shall obtain and provide proof of Third Party 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 \$2,000,000.⁰⁰** The insurance policy shall also provide coverage for contingent liability of the FACILITY on any claims or losses. The LESSEE MUST list the City of Beaumont as additionally insured.
- 7.3. All applicable insurance policies and licenses shall be delivered to/received by the FACILITY seven (7) days before the date of rental. They may be delivered via email, regular mail or in person. Failure to do so will result in termination of the Rental Agreement. The FACILITY will notify the LESSEE by phone and/or e-mail per the information provided on Page 1 of this agreement.
- 7.4. The LESSEE shall not 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.
- 7.5. The LESSEE shall not 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.

