

# CoBIC Kitchen

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



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## Introduction

The Co BIC Kitchen is located at 5204 50 Ave in the Beaumont Community Centre. Our goal is to reduce obstacles preventing small, local business and entrepreneurs from creating a successful and sustainable food business. The CoBIC Kitchen is an affordable option to utilize a high quality commercial kitchen in the heart of Beaumont. Clients can use the CoBIC Kitchen at the CCBCC on a shared use basis on the terms set out in this agreement.

This document, along with the terms and conditions of the booking contract, outlines the terms for use for the CoBIC Kitchen. It covers booking requirements, eligibility, keys, access, responsibilities, contact information, documentation and the relationship between the CoBIC Kitchen and the user. The user will also be required to fill out a booking form, informing the coordinator the days and times that they wish to use the facility. Working consistently with the Community Centre Coordinator to ensure bookings have been prearranged.

Once your package has been approved by the Community Centre Coordinator, you will be able to plan bookings up to 60 days in advance. Please note that this is a shared kitchen space and weekly bookings with unlimited hours will be scheduled in advance with the Community Centre Coordinator and allocation bookings may result in excluded time blocks.

Lastly, the CoBIC Kitchen is a shared use kitchen and as such, other users may be coming and going, making use of the kitchen storage during your bookings.

## What you need to use CoBIC Kitchen

- Users with four or more rental days per month are eligible for the shared use kitchen rates.
- Users must to agree to terms and conditions, such as, but not limited to, \$2M liability insurance, a food handling permit and comply with the Public Health Act.
- Users who have a business license will provide a copy to the Beaumont Community Center Coordinator.

**Eligible User:** Only those users and their team (all members must be registered and authorized by the Community Center Coordinator) are allowed in the kitchen area. Each employee/helper must have been trained and received a copy of these guidelines.

**Keys:** Users will be given keys to the side entrance door as well as the entrance to the kitchen and garbage storage room. They will fill out the key agreement form in this package. The user will only be charged for the key if they are lost or stolen.



## CoBIC Kitchen 2020 Fees & Charges

| CoBIC Kitchen Rentals       | 1/2 Day Rate<br>(7 Hours) | Day Rate<br>(16 hours) | Weekly Rate<br>(Up to 7 Days) |
|-----------------------------|---------------------------|------------------------|-------------------------------|
| Kitchen Space & Prep Area's | \$105.00                  | \$200.00               | \$800.00                      |
| Storage                     |                           | Day Rate               | Weekly Rate                   |
| Dry Good Storage Full Rack  | N/A                       | N/A                    | \$80.00                       |
| Dry Goods Storage Shelf     | N/A                       | N/A                    | \$25.00                       |
| Walk-in Freezer Full Rack   | N/A                       | N/A                    | \$180.00                      |
| Walk- in Freezer Shelf      | N/A                       | N/A                    | \$50.00                       |
| Walk-in Cooler Full Rack    | N/A                       | N/A                    | \$160.00                      |
| Walk-in Cooler Shelf        | N/A                       | N/A                    | \$45.00                       |

- Users with four or more rental days per month are eligible for the shared use kitchen rates.
- Day Rate = 16 Hours in total.
- Weekly Rate is up to 7 days = Unlimited shared use for up to 7 consecutive days.
- All renters are required to agree to terms and conditions that state that the renter is required to have \$2M liability coverage.
- All renters must provide food handling permit & comply within Public Health Act.
- Prices do not include GST.
- Cleaning fee will be applied if shared space is left unacceptable.
- The cleaning fee is an additional \$50 per hour for labor required for excess cleaning.

| Half Day Rate<br>\$105   | Full Day Rate<br>\$200  | Weekly Rate<br>\$800  |
|--|---|---|
| 7 Hours Access to: <ul style="list-style-type: none"> <li>• Fully equipped &amp; licensed commercial kitchen</li> <li>• Large Commercial Dishwasher</li> <li>• Walk-in Cooler &amp; Freezer Shelf</li> <li>• Dry Goods Shelf</li> <li>• Commercial coffee maker</li> <li>• Gas Convection Ovens</li> <li>• Flat top grill</li> </ul> | 16 Hours Access to: <ul style="list-style-type: none"> <li>• Fully equipped &amp; licensed commercial kitchen</li> <li>• Large Commercial Dishwasher</li> <li>• Walk-in Cooler &amp; Freezer Shelf</li> <li>• Dry Goods Shelf</li> <li>• Commercial coffee maker</li> <li>• Gas Convection Ovens</li> <li>• Flat top grill</li> </ul> | Up to 7 days Access to: <ul style="list-style-type: none"> <li>• Fully equipped &amp; licensed commercial kitchen</li> <li>• Large Commercial Dishwasher</li> <li>• Walk-in Cooler &amp; Freezer Shelf</li> <li>• Dry Goods Shelf</li> <li>• Commercial coffee maker</li> <li>• Gas Convection Ovens</li> <li>• Flat top grill</li> </ul> |



## CCBCC CoBIC 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 directly into the dumpster just outside of the building. Place cardboard in the cardboard room. Empty trash containers in the facility into the dumpster and leave trash can(s) clean.

**Operating Manual:** The "operating manual" will be a binder located in the CoBIC 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 Center Coordinator of the occurrence. Please use City Works to submit the failure request immediately. The Community Center 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 Center 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 Center 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 center 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.

## Care of 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)        |



## Guidelines for Kitchen 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 men and women 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 Clean-up

- 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.

## Cleaning

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.

- 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.





## Food Handling Permit

An application for a Food Handling Permit must be completed and submitted to Alberta Health Services at least 14 days prior to booking space at the Beaumont Community Center.

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>

## Violation of Standard or Breakage

If the kitchen is left in an unacceptable condition after use a verbal warning will be issued and a cleaning fee will be added. A second incident will result in a written warning to the renter and another cleaning fee will be added. A third violation will terminate the renter's right to use the CoBIC Kitchen. Users will be terminated and additional fee will be charged. CCBCC holds the right to over pass the warning period and terminate use immediately if necessary.

Any damage, abuse or loss occurring during the usage of the kitchen must be disclosed to the CCBCC staff and Community Center Coordinator. Restitution, if necessary, for the damages will be determined by the CCBCC. 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

|                                      |              |
|--------------------------------------|--------------|
| Facility Attendant On Shift          | 780.264.6749 |
| Front Desk at the CCBCC              | 780.292.1221 |
| Community Center Coordinator         | 780.929.3546 |
| Beaumont Sport and Recreation Center | 780.929.7946 |

## Using City Works

City Works is used to communicate equipment malfunctions or equipment issues in the kitchen. Please follow these steps to submit a City Works request:

1. Google 'City of Beaumont'
2. Scroll down and find the little circle that says 'Service Beaumont'
3. Click on the icon.
4. A new tab will open.
5. It will say 'non-emergency service request.'
6. Click continue as guest.
7. Feel free to watch 'how to use' video provided.
8. Follow along and fill in all necessary information.
9. Attach photo if you would like and please provide as much information as you can.
10. Click 'report it.'
11. Your service request has been submitted and sent to the appropriate personnel.



## CCBCC CoBIC Kitchen Use Policy Agreement

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Date:

---

Event Start Time:

---

Event End Time:

---

Name of Renter / Organization:

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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:

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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 CoBIC Kitchen Storing Items on the Premises Liability Form

I, \_\_\_\_\_ have requested that the Beaumont Community Centre (CCBCC) hold items on my behalf from \_\_\_\_\_ to \_\_\_\_\_, for my following booking:

\_\_\_\_\_

Date:

\_\_\_\_\_

Event Start Time:

\_\_\_\_\_

Event End Time:

\_\_\_\_\_

Name of Renter / Organization:

\_\_\_\_\_

Event:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

I agree that the CCBCC and its staff are in no way responsible for confirming the quality or contents of the packages or the individual/s removing the items, and are not liable for damage that may occur during delivery, removal, or while they are stored at the CCBCC.

\_\_\_\_\_

Client Name and Signature

\_\_\_\_\_

Date

\_\_\_\_\_

CCBCC Representative Name and Signature

\_\_\_\_\_

Date



## CCBCC CoBIC Kitchen Key Acknowledgement

Date:

Key Holder Name:

Contract Number:

Number of Keys:

CCBCC Side exterior door key:

Phone Number:

Email:

I \_\_\_\_\_ take full responsibility of the west side door entrance keys. I will not provide these keys to any other individuals.

When I no longer require these keys, they will be returned to the CCBCC supervisor. If any key is lost or stolen, I will report it as soon as I am aware. Additional Charges will apply.

Client Name and Signature

Date Signed Out

Client Name and Signature

**Date Returned**

CCBCC Representative Name and Signature

Date



## CCBCC CoBIC Kitchen Checklist

This checklist will help you keep track of everything you need to turn in to qualify for eligibility of the CCBCC CoBIC Kitchen program.

Once this checklist is completed you will provide the dates and the Community Centre Coordinator will put together your contact. Then you will be provided with the terms and conditions of the agreement.

A copy of the terms and conditions for the CCBCC CoBIC Kitchen are at the end of this package.

- 
- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Dates for four or more rental days for the next month                        |
| <input type="checkbox"/> | Proof of 2 million dollars of liability insurance                            |
| <input type="checkbox"/> | Food Handling Permit   |
| <input type="checkbox"/> | Business License, if applicable  |
| <input type="checkbox"/> | Prepared to comply with the Public Health Act                                |
| <input type="checkbox"/> | Understand the CCBCC CoBIC Kitchen Rules, Regulations and Guidelines for Use |
| <input type="checkbox"/> | CCBCC CoBIC Kitchen Use Policy Agreement                                     |
| <input type="checkbox"/> | CCBCC CoBIC Kitchen Storing Items on the Premises Liability Form             |
| <input type="checkbox"/> | CCBCC CoBIC Kitchen Key Acknowledgement Form                                 |
| <input type="checkbox"/> | Reviewed and accept the terms and conditions                                 |
- 

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Client Name and Signature

Date

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CCBCC Representative Name and Signature

Date

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## Terms and Conditions – CCBCC CoBIC Kitchen Use

### 1. RENTAL CONDITIONS

- 1.1. The LESSEE agrees to pay the FACILITY all fees in full within thirty (30) days upon receipt of invoice.
- 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 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 fees.
- 1.4. All licenses and policies will be delivered to/received by the FACILITY at the time of booking.
- 1.5. In the event of an unforeseen circumstance, CCBCC 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 18 years. All permits, licensing and insurance must be in the renter's name. Where the rented facility is being used by persons under 18 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, takedown time or storage of items.
- 1.8. The LESSEE agrees to book 4 times per month to receive the CoBIC Kitchen rates. Storage rates are on a weekly basis.
- 1.9. Bookings can be made up to 60 days in advance and are not a part of allocation.
- 1.10. Weekly bookings with unlimited hours will be scheduled in advance with the Community Centre Coordinator and allocation bookings may result in excluded time blocks.
- 1.11. The CoBIC Kitchen is a shared use kitchen; as such, other users may be coming and going, making use of the kitchen storage.

### 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 and the CCBCC 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 LESSEE and the CCBCC representative will conduct a second inspection *following* the rental event to identify any damages to the facility and equipment arising from the LESSEE'S event. Should any damages occur as a result of the event, the LESSEE will be invoiced for all costs incurred for repair/replacement.
- 3.2. 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).
- 3.3. The LESSEE is responsible for the removal of all equipment and material, decorations and personal items prior to the completion of rental. The CCBCC 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 and sticky tack 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 CCBCC may charge an additional fee of \$50/hour for labour required to complete repairs and/or 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 CCBCC or the City of Beaumont representative. All members and guests must follow the rules and regulations of the facility.
- 4.3. The LESSEE shall ensure that all guests follow the posted rules and regulations of the FACILITY.
- 4.4. 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 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 CCBCC 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) Willful destruction of or damage to the facility, properties and/or equipment.
  - b) Perceived danger to the participants, guests, volunteers and/or staff.
  - c) 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.
- 4.7. The LESSEE is responsible for providing their own food storage containers that are lockable.

#### 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](http://beaumont.ab.ca/571).
- 5.5. Activities such as, but not limited to, bouncy castles and animal shows, require additional approval from the FACILITY. The LESSEE agrees to observe the posted FACILITY rules, available at [beaumont.ab.ca/572](http://beaumont.ab.ca/572).
- 5.6. All damage MUST be reported before leaving.
- 5.7. The LESSEE is responsible for their own supplies.

## 6. LIABILITY AND INDEMNITY

- 6.1. The LESSEE agrees that it will indemnify and save harmless the CCBCC 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 CCBCC 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. 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.<sup>00</sup>** The insurance policy shall also provide coverage for contingent liability of the CCBCC on any claims or losses. The LESSEE MUST list the City of Beaumont as additionally insured.
- 7.2. 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.
- 7.3. The LESSEE will comply with the Public Health Act for the Province of Alberta.
- 7.4. The LESSEE will provide the CCBCC with a copy of their Food Handling Permit from Alberta Health Services at the time of booking.
- 7.5. All applicable insurance policies and licenses shall be delivered to/received by the CCBCC 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 CCBCC will notify the LESSEE by phone and/or e-mail per the information provided on Page 1 of this agreement.



- 7.6. 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.
- 7.7. 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.

