

INNISFREE RECREATION PARK MANAGEMENT AGREEMENT

Dated as of _____, 20____

Effective 20____ season is May 1, _____ to September 30. _____

Between

Village of Innisfree, Alberta
Box 69, Innisfree AB T0B 2G0

And

Scope of work

To provide management and maintenance services to the Innisfree Recreation Park in such a way as to provide a positive experience for all campground visitors.

A. General Description of Services

The Innisfree Recreation Park manager is to provide general management, operation and maintenance services for the Recreation Park.

B. Specific Deliverables

- Maintain a professional office at the park with regular hours.
- Supply an appropriate vehicle for Park use.
- Supply all the wood for the Park use.
- Ensure that all visitors are made to feel welcome and will promote the park and the Village of Innisfree in every way possible. Campers are to be greeted when they arrive or at some time during their stay.
- Responsible for the training and supervision of other staff.
- Maintain all equipment located at the Recreation Park with the assistance of Village Staff.
- Maintain proper records to clearly show all revenue and expenses.
- Report to Council monthly throughout the rental season and will maintain close communication with Council and the village Office.

INNISFREE RECREATION PARK MANAGEMENT AGREEMENT

- Process payments and reservations for camping sites and maintain accurate and thorough accounting records.
- Deposit money from camping fees to bank account as directed by Village of Innisfree C.A.O. and/or administrative staff.
- Maintain a professional display of tourism promotion information in the office and provide tourism related information to campground tenants as required.
- Ensure washroom buildings and outhouses are in good working order, clean and presentable for all users.
- Ensure all maintenance activities are performed in a timely matter.
- Perform services at a high quality to ensure an effective operation that enhances the image of the campsite.
- To keep the R.V. Park in a clean and tidy condition, including Group Camp and Ball Diamond buildings and deadfall and garbage in bushes.
- Maintain and clean all fire pits to ensure the safety of all guests and to prevent damage to the R.V. Park and surrounding environment.
- Carry out small repairs and maintenance within the R.V. Park including camping sites, lawns, outbuildings, structures, parking lots, lighting, shower buildings, picnic shelters, accommodations and any other amenity related to the operation of the R.V. Park – with the Assistance of Village Staff
- To be responsible for spring cleaning and opening of the campsite as well as winterizing the R.V. Park at the close of the tourist season. This includes shocking of wells, blowing out water lines, turning on and shutting off water and draining toilets, shutting off the hot water tank, cleaning flower beds and picnic tables.
- To fill woodshed before opening, ensure adequate supply of wood during season and to leave woodshed full in the fall.
- To stock, operate and maintain the concession in a professional manner and to maintain accurate and thorough accounting records.
- Identify to Village of Innisfree C.A.O./Administrative staff, any small repairs that can be carried out by the manager but will require reimbursement for supplies. Receipts for materials purchased will be provided to the Village Office for submission to Village Council.
- Any maintenance that will require the expertise of a journeyman tradesperson will be identified to the C.A.O. who will bring it to the Village Council for approval.

INNISFREE RECREATION PARK MANAGEMENT AGREEMENT

Management Fees

- In consideration for the services outlined above, the Village of Innisfree has agreed to pay the sum of _____ per month and the use of a powered campsite for the 2017 camping season.

Date

Signature

Signature

Date

Chief Administrative Officer