



Recreation Centre, Reunion Station, Curling Rink, Clancy Arena & CAP Arena

FACILITY BOOKING REQUEST FORM

IMPORTANT INFORMATION: To book a facility at any facilities operated by the Town of St. Paul please complete this Facility Booking Form and submit to Alyssa Cameron, Facility Booking Coordinator at the Town Office; email to acameron@town.stpaul.ab.ca or phone 780-645-1771.

1. 20% Down Payment + the Full Damage Deposit are ***due immediately*** to confirm the booking. Remainder of the payment must be paid one week prior to the event date. A Damage Deposit cheque be provided in the amount of \$500.00.
2. Acceptable Payment: VISA, Mastercard, cash, debit or cheque payable to: Town of St. Paul
3. **CANCELLATIONS:** if cancelled more than 60 days before event no charge; less than 60 days fee will 20% of rental cost; less than 30 days charged 50% of the rental cost.

Booking for a PRIVATE Event

(i.e. wedding, birthday, baby shower, etc.)

NAME: _____

Previously booked a facility rental

EMAIL: _____

ADDRESS: _____

TOWN: _____

P-CODE: _____

PHONE NUMBER: _____

Booking for a ORGANIZATION Event

(i.e. meetings, trade shows, gala's, fundraisers)

NAME of ORGANIZATION: _____

Previously booked a facility rental

CONTACT: _____

EMAIL: _____

ADDRESS: _____

TOWN: _____ P-CODE: _____

PHONE NUMBER: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____ TIME: start _____ end _____

TOTAL # IN ATTENDANCE: _____ FOOD BEING SERVED: ___ YES ___ NO

LIQUOR BEING SERVED: ___ YES ___ NO

IF YES, a Liquor License copy must be present at the Facility during the rental and provided to the Facility Coordinator.

INSURANCE REQUIREMENT: The Town of St. Paul requires certain activities meet minimum insurance requirements. Activities requiring insurance include, but are not limited to, weddings, family reunions, gala dinners, fundraisers, and any events with alcohol. *Please see Appendix A, Item #3.*

FACILITY REQUESTED	REQUIREMENTS
<input type="checkbox"/> Recreation Centre Full Facility	TABLES: • Rectangular _____ • Circular _____ <input type="checkbox"/> Set-Up/Take Down Required (<i>additional cost</i>) <i>Rectangle Tables are 2.6" x6'</i> <i>Round Tables are 5' across</i>
<input type="checkbox"/> Recreation Centre Hall	
<input type="checkbox"/> Recreation Centre Multi-Purpose Room	
<input type="checkbox"/> Recreation Centre Kitchen	
<input type="checkbox"/> Reunion Station Full Facility	
<input type="checkbox"/> Reunion Station Meeting Room	
<input type="checkbox"/> Reunion Station Kitchen	
<input type="checkbox"/> Curling Rink Full Facility	
<input type="checkbox"/> Curling Rink Lounge	
<input type="checkbox"/> Curling Rink Lower Viewing Area	
<input type="checkbox"/> Clancy Arena	CHAIRS: _____
<input type="checkbox"/> CAP Arena	High Rise Stage (# of panels) _____
	<i>Each Panel is 4'x8' with 6 in total</i>
	AUDIO VISUAL:
	<input type="checkbox"/> Sound System
	<input type="checkbox"/> Podium & Mic
	<input type="checkbox"/> Projector/Screen

APPENDIX "A" – TOWN OF ST. PAUL FACILITY RENTAL AGREEMENT

This Agreement made the ____ day of _____, 202__.

Between Town of St. Paul (*herein after referred to as the "Owner"*)
and

_____ (Name of Individual)

_____ (Organization if applicable)
(herein after referred to as the "Renter")

1. The Renter agrees to pay 20% of total fees plus full Damage Deposit upon execution of this agreement, and the remainder one week prior to the event date.
2. In the event the Function serves liquor, it is the responsibility of The Renter, at its sole cost and expense, to arrange and ensure that a Liquor License has been purchased and forwarded to The Owner within a week of the Function. The Renter also ensures any servers are certified with "pro-serve" or equivalent certification during the Function.
3. If the Town of St. Paul determines your Function requires insurance, The Renter shall be required to maintain, throughout the Term of this Agreement, Party Alcohol Liability Insurance (PAL) in the minimum amount of \$5,000,000.00 with respect to its use of the space during the Term of this Agreement, naming the Town of St. Paul as an additional insured, and to provide a certificate within a week of the Function to The Owner.
4. The Renter agrees to use the facility only for the function as indicated, and during the agreed upon Rental Period.
5. The Renter agrees to leave the facility in the same condition prior to their event beginning.
6. The Renter assumes responsibility of the facility and all rented equipment. Facilities staff will conduct pre and post inspections of facilities. Deposits will be returned upon satisfactory post inspection. In the event the facility requires extra cleaning or damages, charges will be deducted from Damage Deposit or groups/individuals will be invoiced if fees exceed the damage deposit cost.
7. In the event The Renter undertakes or permits any activity within the facility or grounds, which may be a nuisance or cause property damage or personal injury, or in the event The Renter is in default of any of these terms and conditions, The Owner may terminate the Agreement forthwith immediately.

8. The Renter must be 18 year of age to book facility and is responsible communicating Terms and Conditions of this agreement to all participants.
9. The Renter must abide with all Municipal, Provincial and Federal Laws, regulations and bylaws, and will obtain, at its own expense any and all necessary insurance, permits, licenses and approval required by The Owner.
10. The Renter must have written approval from The Owner to post any promotional, marketing, retail and other commercial adverting in the facility.
11. The Renter agrees that they assume any inherent and shall not hold The Owner, its employees, servants, agents and contractors liable for any injury or death resulting from the use of the Facilities. All incidents/accidents are to be reported immediately to The Owner.
12. The Renter must abide by all facility regulations posted.
13. All youth participants must have adult supervision in attendance at all times.
14. Any additional set-up time required needs to be arranged at the time of the booking and will be charged accordingly. The Owner does not have the facilities available to store The Renter's belongings prior to or after your facility rental time.
15. Keys will be issued to The Renter. It is the responsibility of The Renter to ensure that keys are picked up prior to event and returned to the Town Office following the booking.
16. Emergencies or situations beyond the control of The Renter or The Owner may result in cancellation of the Rental Contract. Alternate time may be negotiated.
17. Maximum room capacity shall not be exceeded.
18. The Renter must have prior approval from The Owner to affix anything inside or outside the Facility. No staples, tacks or nails to be used on ceilings/walls. All decorations must be completely removed immediately after the function is over. Only battery operated tea lights, no real candles permitted in any facility.

IN WITNESS WHEREOF the parties here to have executed this Agreement as of the day and year written above.

X _____

X _____

Renter (Please sign on the above line)

The Owner, by its authorized representative:

****RENTER MUST ABIDE BY ALL PROVINCIAL GOVERNMENT REQUIREMENTS DURING THE USE OF THIS RENTAL****

****RENTER WILL USE FACILITY AT THEIR OWN RISK****

TO BE COMPLETED BY TOWN OF ST. PAUL STAFF	
20% DOWN PAYMENT AMOUNT:	\$ _____
<input type="checkbox"/> Down Payment Received <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
TOTAL AMOUNT DUE:	\$ _____
<input type="checkbox"/> Full Payment Received <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
REMAINDER OF PAYMENT DUE BY:	_____
<input type="checkbox"/> Damage Deposit Received <input type="checkbox"/> Key Release Signed <input type="checkbox"/> Insurance Received (if applicable) <input type="checkbox"/> Keys Returned <input type="checkbox"/> Liquor License Received (if applicable)	