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PROPERTY AND FACILITY RENTAL AGREEMENT

Property/Facility: _____

Area: _____

Rental Party (Lessee): _____

Application Date: _____ *Person in charge of event: _____

Telephone (Daytime): _____ Email Address: _____

Mailing/Billing Address: _____

Type of Function: _____ No. of people expected: _____

Date(s) of Function: From: _____ To: _____ Time of Function: From: _____ To: _____

Is alcohol being served at the function? Yes _____ No _____ N/A _____

<u>RENTAL:</u>	<u>DEPOSITS:</u>
Rental Fee: _____	Damage Deposit (if applicable): _____
GST: _____	Receipt #: _____
Total: _____	Key/Letter Deposit (if applicable): _____
Receipt #: _____	Receipt #: _____

Note: Entire Rental Fee and Deposit (if required) plus GST must be paid in full before the booking will be confirmed.

The Renter (Lessee) agrees to the following conditions:

1. The Lessee must provide the Village with a certificate of insurance or special event insurance listing all planned activities, naming the Village as an additional insured, with minimum coverage in the amount of two (2) million (\$2,000,000) dollars.
2. Lessee must pay the cost of all damages deemed to be as a result of their function at the facility or use of property including loss of lessors' property due to theft.
3. Lessee is responsible for all who enter the facility during the rental.
4. Lessee is responsible for providing security during the function.
5. The Lessor is not responsible for any theft or damage to the Lessee's property in the facility.
6. If any alterations or special services are required, they must be arranged through the Chief Administrative Officer at the Lessee's expense.
7. The facility is not to be used for dormitory purposes.
8. The Lessee must clean up following the function. Please leave the facility in the condition that you would expect to find it when you arrive for a rental. Costs for extra cleaning after a rental may be charged to the Lessee at the rate for staff set in the Fees and Charges Schedule for the Village of Kitscoty.
9. The Lessee must pick up and sign for the key/letters at the Village Office during regular office hours. A key/letter deposit may be required prior to release of the key/letters and will be refunded upon return of the key/letters to the Village Office.
10. A damage deposit may be required to secure the booking. The deposit will be returned following the rental, upon satisfactory inspection of the premises, at the earliest time possible. Any damages and costs for replacing lost keys/letters will be deducted from the key/letter deposit amount(s).
11. All booking cancellations require 7 days advance notice. If less than 7 days notice is given the Lessee may be charged for the rental.

I, the undersigned, as the "person in charge of the event" have read, fully understand and agree to comply with all of the above. Any questions that I may have regarding my booking have been explained to my satisfaction. Furthermore, I agree to take full responsibility for the group I am representing, according to these regulations and guidelines.

 * Signature of Person in Charge, as listed above

 Signature of Village of Kitscoty Representative

For Office Use Only:	Date Rec'd	Initial
Liability Insurance		
Liquor Liability Insurance		
Liquor License		

The following must be completed when alcohol is being served during the rental. **Proof of liquor liability insurance and copy of the liquor license must be provided and attached to this form.**

Date(s) of Event: _____

Hours of liquor service: From: _____ am/pm to: _____ am/pm

Number of guests attending the event: _____

Service location (the **exact location** must be defined): _____

Please describe how adequate supervision will be provided during the event in order to prevent over consumption and service to minors:

Name of insurance broker where liquor liability insurance was purchased: _____

Condition of Liquor Service:

1. Proof of two (2) million dollars (\$2,000,000) of liquor liability insurance coverage must be provided when alcohol is being served at the function.
2. A copy of the liquor license must be provided.
3. Alcohol may be consumed **only** in the area defined in the "Service location".
4. The Kitscoty R.C.M.P. detachment must be made aware that liquor is being served at an event.
5. Violations of this policy shall result in immediate suspension of booking privileges. Reinstatement of booking privileges shall be reviewed by the Council of the Village of Kitscoty.

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* Signature of Person in Charge, as listed on page 1 of 2

Signature of Village of Kitscoty Representative