



**VILLAGE OF BEISEKER**  
OFFICE OF MAYOR AND MUNICIPAL ADMINISTRATOR

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## BEISEKER COMMUNITY HALL RENTAL RATES AND AGREEMENT

410-5<sup>th</sup> Street, Beiseker, AB

### Rental Rates

		Rate	GST	TOTAL
A	Auditorium, Kitchen, Meeting Room	\$375.00 per day	18.75	\$393.75
B	Auditorium, Meeting Room	\$315.00 per day	15.75	\$330.75
C	Auditorium	\$270.00 per day	13.50	\$283.50
D	Auditorium, Kitchen	\$315.00 per day	15.75	\$330.75
E	Meeting Room ½ day (4 hours or less)	\$57.00 per day	2.85	\$ 59.85
F	Meeting Room full day (more than 4 hours)	\$115.00 per day	5.75	\$120.75
G	Kitchen Only	\$100.00 per day	5.00	\$105.00
H	Auditorium and Kitchen (Funerals only)	\$235.00 per day	11.75	\$246.75
I	Weekend Rate – Auditorium, Kitchen, Meeting Room	\$800.00(3 days)	40.00	\$840.00
J	Hourly Rates for either Meeting Room or Auditorium will be considered for any organization providing recreational or cultural activities. To be approved by the Village Office			
K	Audio/Visual Equipment For meeting room or auditorium	\$80.00 per day	4.00	\$84.00

### Damage Deposits

Damage Deposit for Facility	\$1000.00	For large events – To be charged at the discretion of the Village Office
Damage Deposit for Audio/Visual Equipment	\$500.00	

**Tablecloth Rentals – Glenda 403-605-6025**  
**Lions Club Bar Corkage – Bob 403-947-2467**

**Rental Period**

Dates: From Time/Date \_\_\_\_\_ to Time/Date \_\_\_\_\_

**Rental Cost**

Rental Options (Choose A-K) \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ x Days/Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Audio/Visual Fee \$ \_\_\_\_\_ x Days \_\_\_\_\_ = \$ \_\_\_\_\_

GST \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

DAMAGE DEPOSIT \_\_\_\_\_ \$ \_\_\_\_\_

Damage deposit to be paid by cheque or credit card. Any charges will be determined within 2 to 3 business days of the event and any unused portion will be returned to the Renter.

**Rental Particulars**

Type of function:

\_\_\_\_\_

Will Alcohol be served: Yes \_\_\_\_\_ No \_\_\_\_\_ Approximate number of people: \_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Name, Phone Number and Email:

\_\_\_\_\_

**Rental Agreement Terms and Conditions**

- 1) Cheques to be made payable to the **Village of Beiseker**. Mastercard/Visa/Debit/Online payments are optional.
- 2) The Renter agrees to pay a rental deposit of ½ of rental to be made at the time of booking, to be refunded only if the facility is re-booked by another party prior to cancellation. All events must be cancelled with 7 business days' notice.
- 3) **Damage deposit, proof of insurance and full rental fee will be paid prior to keys being released to Renter.**
- 4) Damage deposit will be returned to the renter following inspection of the facility by Village personnel. Inspection will be performed within 2 to 3 business days of the end of the event.
- 5) The Beiseker Community Hall is a non-smoking facility.

- 6) All Liquor events require proof of liability insurance. This coverage can be specific Party Alcohol Liability Insurance or Comprehensive General Liability Insurance – minimum coverage \$2,000,000.00. The Village of Beiseker will be named as an additional insured on this coverage and a written, authentic copy of the insurance will be provided to the Village Officer prior to keys to the Hall being released.
- 7) Liquor license is to be posted in the Community Hall during the event.
- 8) Option: Contact the Beiseker Lion’s Club for bar services, corkage fee applicable. Contact: Bob Carley (403) 947-2467. Fees payable to the Beiseker Lion’s Club.
- 9) Tables: 27 tables 30’ x 8’. 15 tables 30’ x 16’ and 36 Round Tables – 5’ diameter (seats 8 comfortably). Chairs: 300 in the Auditorium and 60 in the Meeting Room.
- 10) Option: Tablecloths (off-white/cream colour) for round tables are available by calling Glenda 403-605-6025. Fees payable to the provider.
- 11) Keys must be picked up at the Village Office at 700 1<sup>st</sup> Avenue, Beiseker, AB by 12:00 Noon on the Friday of any weekend rental. Access to the hall is limited to the dates and times of the agreement. Any violation of this may result in the cost of additional rental time that will be deducted from the damage deposit.
- 12) The Beiseker Community Hall is “taken as of existing condition” on the date(s) of the rental period and the **Renter assumes all responsibility for the costs of repairing or replacing any items that are damaged, lost or stolen.** This includes damage to the facility or contents/equipment of the facility, inventory items, or items missing from the kitchen, or any extraordinary cleaning costs. Damage deposit will be used to recover any costs for damage/loss and any additional costs will be invoiced to the Renter.
- 13) The Renter will not, at any time during the stated term, allow any hazardous, dangerous, noisy or offensive event, trade, business or occupation to take place in the Beiseker Community Hall, or any part thereof, including the exterior of the building.
- 14) The Village of Beiseker reserves the right to refuse any activity in the Beiseker Community Hall.
- 15) The Renter agrees to indemnify the Village of Beiseker from any damage, loss or injury that may occur at the fault of the renter or any participant of a function or event carried on in the Beiseker Community Hall.
- 16) The Renter agrees to fulfill and carry out the rules and regulations as outlined in Appendix “A” of the agreement and agrees to all terms and conditions of the Beiseker Community Hall Agreement. Failure to abide by these rules may cause forfeiture of the damage deposit.
- 16) Occupancy Limits: Meeting Room – Maximum 60 Persons. Auditorium: 300 Persons. **These limits cannot be exceeded as they are set for fire and safety standards. Spot checks may be performed. If the maximum person occupancy limits are exceeded, immediate cancellation of the event and forfeiture of the damage deposit may result.**

### Signatures

Renter: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

Village: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**BEISEKER COMMUNITY HALL RENTAL AGREEMENT**  
**APPENDIX A – DUTIES OF THE RENTER**

- 1) All equipment (chairs, tables, A/V or any other equipment) must be placed back exactly as it was found.
- 2) **All garbage is to be removed from the building and placed in the grey garbage bins located behind the hall. Access through the Kitchen back door.**
- 2) It is the responsibility of the renter to check that all doors are secure and the building is left in a safe condition at the completion of the rental period. If not locked, damage deposit may be deducted.
- 3) No open candles in any area of the Beiseker Community Hall.
- 4) Cleaning supplies are located:  
Mop and Bucket – Janitor Room Vacuum – Cloak Room
- 5) No outside doors to be left open during an event to ensure flies and rodents do not enter the building.

**Kitchen**

- |    |   |    |   |
|----|---|----|---|
| a) | Kitchen must be left clean                              | g) | Remove all items from fridge  |
| b) | If using sanitizer, switch must be turned to “occupied” | h) | Sweep floor   |
| c) | Clean stove, sinks, meat slicer and sanitizer           | i) | Mop floors from any spills  |
| d) | Clean grill with stone and oil                          | h) | Turn off all equipment  |
| e) | Clean steam table and leave drain open                  | i) | Turn off all lights   |
| f) | Wipe counter tops                                       | J) | All dishes to be hand washed with a small amount of bleach and then put through the sanitizer, left to dry and put back in cupboards. DO NOT use the sanitizer unless the dishes have been pre-washed |

**Meeting Room**

- |    |   |    |   |
|----|---|----|---|
| a) | Access to coffee maker in kitchen is allowed. Please ensure machine is turned off, kitchen counters and coffee maker are cleaned and floors are left clean. | e) | Vacuum floors   |
| b) | <b>No tape, tacks or staples on the walls or ceiling</b>  | f) | Turn off all lights   |
| c) | No access to the auditorium   | g) | All dishes to be hand washed with a small amount of bleach and then put through the sanitizer, left to dry and put back in cupboards. DO NOT use the sanitizer unless the dishes have been pre-washed |
| d) | Chairs are to be stacked 8 high and placed against the walls  |    |   |

**Auditorium**

- |    |  |    |  |
|----|--|----|--|
| a) | <b>No tape, tacks or staples on the walls or ceiling</b> | d) | Mop floors   |
| b) | Food tables are not allowed on rug area or dance floor   | e) | Vacuum   |
| c) | Tables and chairs are not to be removed from auditorium  | f) | Turn off lights  |
|    |  | g) | All chairs must be stacked in straight piles of 8 along the walls, all tables must be cleaned and stacked in storage |

