

Rental Agreement

Renters Name: _____

Address: _____

Tel #: _____ Cell #: _____ Fax #: _____

Rental Date(s): _____ Time: _____

Purpose of Rental: _____

Will Alcohol Be Served? (Yes) (No) Insurance Information Attached? (Y) (N)

PLEASE MAKE CHECKES PAYABLE TO:

“The Fort Museum”

POLICIES / CONDITIONS

- 1) THIS IS A **NO SMOKING** FACILITY.
- 2) For all events involving the consumption of alcohol, the group must supply a Comprehensive General Liability Insurance Policy with Alcohol Exposure. Policy must include minimum three million dollar (\$3,000,000.) liability coverage. This liability policy must identify the Fort Macleod Historical Association and the Town of Fort Macleod as additional named insured parties. The renter must provide the Fort Macleod Historical Association and the Town of Fort Macleod with a copy of the liability policy prior to any/all full day events.
- 3) Deposits are non-refundable if event is cancelled.
- 4) All charges for rent, damage deposit and insurance (if required) must be paid before the event.
- 5) No dishes are provided with the rental.

- 6) All tables must be cleaned and all garbage put into bags and placed in the dumpster before you leave the facility. Tables and Chairs should be cleaned but left out so the caretakers can check them. If you put them away you will be charged the cost to move them out again.
- 7) NO mechanical fasteners are allowed (i.e. staples & screws). Decorations must be free standing. All decorations must be COMPLETELY REMOVED after event.
- 8) Absolutely NO CONFETTI, STRAW OR HAY BALES in the facility. This includes foil as well as paper confetti. (Confetti is impossible to clean up and straw is not allowed under the fire code).
- 9) Renters are expected to leave the hall in a clean and tidy condition. The Association reserves the right to determine when the hall has not been left in an acceptable condition and make deductions from the damage deposit for additional cleaning costs. ALL RENTERS MUST HAVE THE FACILITY CLEANED AND BE OUT BY MIDNIGHT ON THE DAY OF THE EVENT.
- 10) Take any valuables with you when you leave! THE ASSOCIATION IS NOT RESPONSIBLE FOR ANY MISSING VALUABLES.
- 11) Liquor to be consumed inside the facility only. Alcohol must be consumed in aluminum cans or plastic cups only. NO BEER OR WINE COOLERS IN BOTTLES!
- 12) In the event the Association's property is damaged by the group renting it, the said group agrees to pay the total cost involved in repairing or replacing any damage. It is the sole responsibility of the renter to do a walk thru and advise a member of the board of any visible damages prior to use.
- 13) Failure to comply with any or all of these conditions can result in forfeiture of part or all of your damage deposit.
- 14) When the Facility is used for weddings, etc. where decorating is required, the renter must keep in mind we are a Museum first. Setup time will be allowed only if it is not disruptive to our Museum visitors and at the discretion of the Executive Director.
- 15) Damage deposits will be returned when the hall is inspected after use and found undamaged. Damage Deposit refunds may take as long as two weeks for check issuing.
- 16) The Fort Macleod Historical Association reserves the right to refuse any group the right to use the facility at its discretion.

RATES

RENTAL FEE (PER HOUR):\$ **100.00**
(additional hours after 2hours are \$50/hr)

RENTAL CANCELLATION FEE:\$ **100.00**
(cancellation notice less than 2 weeks before rental date)

Rental Agreement

I, _____ have read and agree with all conditions of this agreement and realize ultimate responsibility for the above date(s) rests with me.

Renters Signature

Date

Rental Agent

This Section to be completed when event is concluded.

Damage Deposit Withheld: Yes _____ No _____

Amount of Damage Deposit Withheld: _____

Reasons: _____

Renter: _____

Rental Agent: _____

Date: _____

FACILITY EMERGENCY CONTACT: Sandi Davis: 403.894.3631

Walk Thru Inspection Prior to Use – Item #18

COMMENTS:

VERIFIED BY EXECUTIVE DIRECTOR: _____

Contact: Sandi Davis: 403-553-4703