



MUNICIPAL DISTRICT OF PEACE NO.135

PREPARED BY: Barbara Johnson	ADOPTED BY: Council	NUMBER: REC - 3
TITLE: Recreation Lease Rentals Policy		DATE: May 22, 2018

PURPOSE OF THIS POLICY:

To provide guidance to Municipal office staff for renting the facilities at Lac Cardinal Recreation Lease, which includes the hall, grandstands, infield and racetrack.

POLICY STATEMENT:

The Municipal District maintains the 1949 hall and handles rentals for it. The Municipal District also handles rentals for the grandstands, infield and race track area at the stampede grounds.

HALL:

- Rental rates and cleaning fees/damage deposit rates are set in the Fees and Charges Bylaw No. 5/2017 and may vary from time to time.
- The hall is not considered to be booked until the rental agreement is signed, rental fee and cleaning fee/damage deposit have been paid in full.
- The cleaning fee/damage deposit is fully refundable if the hall is cleaned to the caretaker's satisfaction.
- The rental fee is non-refundable unless the booking is cancelled more than 6 months prior to the event, in which case, 50% of the rental fee will be refunded. If the hall is subsequently booked on that date, the remaining 50% of the rental fee will be refunded to the original renter.
- The hall must be inspected prior to the rental and the renter must confirm that it is adequately clean prior to use.
- The caretaker and the renter must inspect the hall following the rental prior to the caretaker approving of the refund of the cleaning fee/damage deposit.
- The hall will be available at 1:00 p.m. on the day prior to the rental for setup and decorating by arrangement with staff at the Municipal office.
- If alcohol is to be served, the renter must arrange for a Liquor License and obtain Host Liquor Liability Insurance in the amount of not less than two million dollars (\$2,000,000) and must name the M.D. of Peace No. 135 as an additional named insured. Copies of the license and insurance must be provided to the Municipal office prior to picking up the hall keys.
- If the event is open to the general public and admission will be charged, the renter may be required to obtain special event insurance, with a copy provided to the MD of Peace prior to the rental.
- No decorations may be attached to the walls, only to the roof trusses or perimeter railing.
- Tables and chairs cannot be removed from the hall during the rental for use outside.
- The renter assumes all liability for and shall pay for any damages that occur to the hall, tables or chairs during the event.
- No cooking/serving supplies are provided with the kitchen; however, cleaning supplies and paper products are kept in the hall for use by the renter.



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POLICY STATEMENT:

GRANDSTAND/INFIELD/RACE TRACK RENTALS:

- Prior approval of the type of event to take place must be obtained from North Peace Stampede Association as they maintain the grandstands/infield and race track areas at Lac Cardinal Recreation Area.
- Rental rates and cleaning fees/damage deposit rates are set in the Fees and Charges Bylaw No. 5/2017 and may vary from time to time.
- The rental area is not considered to be booked until the rental agreement is signed, rental fee and cleaning fee/damage deposit have been paid in full.
- The cleaning fee/damage deposit is fully refundable if the rental area is returned to its' original condition.
- The rental fee is non-refundable unless the booking is cancelled more than 6 months prior to the event, in which case, 50% of the rental fee will be refunded. If the grandstand/infield/race track area is subsequently booked on that date, the remaining 50% of the rental fee will be refunded to the original renter.
- The rental area must be inspected prior to the rental and the renter must confirm that its condition is adequate prior to use.
- Municipal staff and the renter must inspect the area following the rental prior to the Municipality refunding the cleaning fee/damage deposit.
- The renter assumes all liability for and shall pay for any damages that occur to the grandstands, infield and/or the race track during the event.