



## CITY OF BROOKS – ARTS, CULTURE & HERITAGE CENTRE FACILITY RENTAL AGREEMENT

511 – 2<sup>nd</sup> Street West  
Brooks, Alberta

### Preamble

The City of Brooks owns and operates the Arts, Culture & Heritage Centre to assist in providing opportunities in arts, culture and heritage programs within the City of Brooks and Brooks Region.

Use or rental of the facility space for events that fall outside the auspices of the facility, are at the discretion of the City. Each request is reviewed separately.

### Facility Rental Policies

A copy of the Facility Rental Request Form must accompany deposits and payments.

1. Rental Rates:
  - Hourly \$20**
  - Day (weekday) \$100**
  - Day (weekend) \$125**
  - Multi-day (weekday – per day) \$75**
  - Multi-day (weekend) \$200**
2. Artworks in the main gallery or anywhere else in the premises must not be moved or touched at any time during rental. The full price of any artwork that is damaged will be charged back to the renter.
3. Decoration of the facility space is limited and must be approved prior to rental. Please note that decorations can not be taped, fastened, tacked/nailed, and/or hung on/from the ceiling or walls.
4. Chairs and/or tables used must be returned to their original arrangement. Chairs must be stacked neatly in the storage room. Do not drag tables or chairs as it damages the floor.
5. Smoking is NOT permitted inside the facility.
6. The City does not supply coffee, tea, sugar, cream etc., these must be supplied by renter.
7. Usage of facility dishes/platters/urns is permitted as per the attached checklist.
8. The facility must be left neat and clean, including washroom facilities. Brooms and cleaning supplies are located in the storage room. Please tie and place full garbage bags into the black garbage bin behind the facility (northwest corner of the property).
  - a. If the facility is deemed to be left in an unacceptable state after the rental, a cleaning fee may be charged to the applicable renter's account for the booking. The charge will

be applied at the discretion of City of Brooks Administration and will be based on the required cleaning time at the rate of \$30 per hour.

9. The facility must be left in the condition it was found, this includes the main gallery area, kitchen, washrooms, storage rooms, and office areas. Any damages and/or maintenance required to the facility as a result of this rental will be charged back to the renter. A Board member or volunteer with understanding of the building must be present to do a walk-through before and after a rental to assess the condition of the facility.

10. For events where liquor will be served, the renter must purchase host liquor liability insurance adding the City of Brooks as additional insured and obtain a liquor license. The facility **will not** be rented without a copy of a liability insurance document. Appropriate liquor licence/permits must be purchased and posted. A copy of the licence/permits shall be provided to the City prior to event day.

11. All lights shall be turned off upon completion of the rental, except for lights labelled otherwise.

12. Cancellations received and processed forty-eight (48) hours or more prior to the rental will be subject to a cancellation administrative fee at a rate of twenty percent (20%) the rental value. In this case, a credit on account or refund will be applied after subtracting the cancellation administrative fee.

a) Renters that do not provide forty-eight (48) hours or more notice for a rental cancellation will be charged the full fee associated with their rental, excepting the following:

- the renter is successful in finding another renter to pay for the rental in question;
- the cancellation is due to dangerous weather conditions; and,
- permission is granted from City of Brooks Administration.

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I have read and understand the requirements related to my rental of the City of Brooks Arts, Culture and Heritage Centre on \_\_\_\_\_. If approved I will adhere to the requirements as per the Agreement. I understand that I am responsible for any damages that occur to the facility or any of the contents therein. If serving liquor, I will provide a copy of both the liquor liability insurance policy and liquor licence. I will ensure the premises is left in the same condition that was noted in the pre-event walkthrough post-event.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_