

CHETWYND & DISTRICT REC CENTRE – FACILITY RENTAL FORM

Cottonwood Hall 245 max capacity		Tamarack Hall 145 max capacity		Curling Rink Dry Pad 1193 max capacity		Arena Dry Pad 1416 max capacity	
Aspen Room 43 max capacity	Pine Room 16 max capacity	Spruce A 11 max capacity	Spruce B 15 max capacity	Birch Room 20 max capacity	Kitchen/Cooler	Old Lobby Curling Lobby New Lobby	

RENTAL

Room Name: _____ Time of Rental: _____ Date of Rental: _____

CONTACT INFORMATION

Organization (if applicable): _____ Contact Person: _____
 Address: _____ City: _____ Postal Code: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Fax Number: _____ Email: _____

GENERAL INFORMATION

Purpose of Rental: _____ Caterer: _____
 Number of People: _____ Set-up style (Please see reverse): _____
 Will there be alcohol? Yes No Liquor License Liquor License Application Serving it Right
 Do you plan to play music? Yes No Will there be dancing? Yes No

BOOKING FEES & DAMAGE/CLEAN-UP DEPOSIT

Booking fee is 50% (pre-tax of room rate only) **of a rental over \$50.00**
Damage/clean-up deposit is \$250.00 (if the function is over 50 people)
 All events must be cleaned up by **11:00am** the morning following the event or a **\$60.00** per hour clean-up fee will be applied and deducted from your deposit. As long as there are no deductions you will receive a refund cheque in the amount of \$250.00 from the District of Chetwynd for the Damage/Clean-up Deposit

Booking Fee: \$ _____
 Damage/
 Clean-up Deposit: \$ _____

DECORATING FEE

Date: _____ Time: _____ Fee: \$ _____

ADDITIONAL ITEMS

Flip Chart Yes No	Whiteboard Yes No	Screen Yes No	Overhead Projector Yes No
Wireless Yes No	Sound System Yes No	Podium Yes No	Fridge/Portable Bar Yes No

EXTRA FEES

Coffee Service: Coffee Tea Water / Number of People: _____ Time: _____
 Table Cloths Yes No How many – Stage – Full Yes No Stage – Half Yes No
 Curtains Yes No Proxima Yes No Tele Com Yes No Other –

LIABILITY INSURANCE INFORMATION (Please check which applies to you)

<input type="checkbox"/> OPTION 1: Organization will provide a valid certificate of insurance evidencing proof of Commercial Liability Insurance with a minimum coverage amount of \$2,000,000.00 (two million dollars) per occurrence and endorsed to include the District of Chetwynd and Peace River Regional District as additionally insured.	<input type="checkbox"/> OPTION 2: Organization to purchase Liability Insurance for the activity or event through the Chetwynd & District Rec Centre.	Fee: \$ _____ Initial: _____
--	---	-------------------------------------

All paper work must be completed and received by the Chetwynd & District Rec Centre 7 days prior to the event

Cancellation Policy	14 calendar days prior to the event	No charge
	2-13 calendar days prior to the event	50% will be charged
	48 hours or less prior to the event	Total will be charge

No Lit Candles – Battery operated only


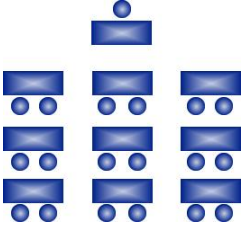
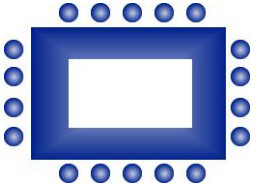

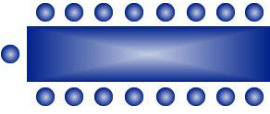
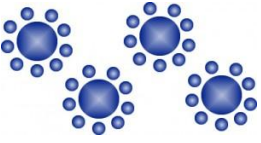
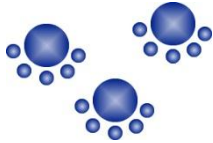
Bar Must be CLOSED at 1:15am / Patrons are to be out of the hall by 2:00am / Overtime Charges will apply at \$90.00 per hour

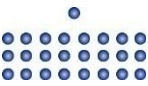
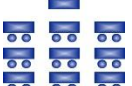
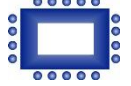

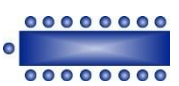


Renters Signature: _____

Date: _____

Staff Signature: _____

Date: _____

	STYLE	ASPEN	SPRUCE	TAMARACK/ COTTONWOOD	OTHER
	Theatre	43 People	26 People	T – 145 People C – 245 People	
	Classroom	24 People	24 People	T – 90 People C – 175 People	
	Square	36 People		T – 50 People C – 80 People	
	U Shape	27 People		T – 50 People C – 80 People	
	Conference	18 People	28 People	T – 50 People C – 60 People	
	Banquet square or round	25 People	25 People	T – 95 People C – 200 People	
	Cabaret				
	Other				

MAINTENANCE SETUP FORM				CONTACT PERSON:			
BOOKING TAKEN BY: (Rec Clerk)				DATE OF RENTAL:			
ROOM:				TIME OF RENTAL:			
TYPE OF EVENT:				NUMBER OF PEOPLE:			
NAME OF EVENT:				Cell#:		Home#:	
SET-UP							
Theatre 	Classroom 	Square 	U Shape 	Conference 	Banquet Round / Square 	Cabaret 	Other
Paid Decorating Fee		Yes	No	Decorating Date:			Time:
ADDITIONAL ITEMS:							
Flip Chart		Whiteboard		Screen		Overhead Projector	
Wireless		Sound System		Podium		Fridge / Portable Bar	
Table Clothes: # _____		Curtains		Proxima		Tele Com	
Stage Half		Stage Full		Kitchen / Caterer:			
Coffee Service: <input type="checkbox"/> Coffee <input type="checkbox"/> Tea <input type="checkbox"/> Water / Number of People: _____ Time: _____							
No Lit Candles – Battery operated only							
Bar Must be CLOSED at 1:15am / Patrons are to be out of the hall by 2:00am / Overtime Charges will apply at \$90.00 per hour							
Notes:							
TAKE DOWN INSPECTION							
Date:		Time:		Inspected By:			
Comments:							

**DISTRICT OF CHETWYND
CONDITIONS FOR RENTAL AGREEMENT**

* Agreement for the Chetwynd & District Rec Centre located at 4552 North Access, Chetwynd, B.C.

1. The District of Chetwynd hereby grants to the rental group a license to use and occupy the Chetwynd & District Rec Centre facilities and/or equipment at the established rental rate.
2. The District of Chetwynd reserves the right entirely at its discretion to accept, reject, or cancel any application for use of this facility, if it is determined that the proposed use will not be in the best interest of the District of Chetwynd or the Chetwynd & District Rec Centre facility.
3. The rental group shall exercise the greatest care in the use and occupation of the premises and adjacent facilities and equipment and shall provide a competent and trustworthy contact person who will personally undertake to be responsible for the due observance of the rules and regulations governing the said premises, facilities and equipment.
4. The rental group shall report all damages to the Director of Parks and Recreation and to the Manager of Leisure and Facility Services at the Chetwynd & District Rec Centre.
5. The rental group and its contact person will be responsible legally, financially and otherwise for any damages to the said premises, facilities and equipment as a result of the use and occupation thereof under the license. Said damages to be paid by the rental group and/or their insurer.
6. Chetwynd & District Rec Centre is a Smoke Free Facility. Should a rental group or person(s) using the indoor facilities smoke, the rental group will not be reimbursed their damage deposit.
7. The rental group shall not permit any other person, group or organization not named in this license to use or occupy the said premises without authorization from the District of Chetwynd. Authorization granted by the District of Chetwynd shall be attached to this license prior to any use or occupation of the said premises by any other person, group or organization.
8. The rental group hereby agrees that during their use and occupation of the said premises, facilities, and equipment they will indemnify and save harmless the District of Chetwynd and Peace River Regional District and Civic Properties Commission from and against any person and all liability whatsoever from injury or damage to any person, persons, or property by reason of or as a result of the use and occupation of the said premises, facilities, and equipment directly or indirectly as herein set forth, or by reason of or as a result of the acts of them or their servants, agents, employees or workers.
9. Prior to granting of this license the rental group shall obtain and maintain comprehensive general liability insurance of at least 2 million dollars insurance and will name the *District of Chetwynd* and the *Peace River Regional District* as additional insured parties.
10. The rental group shall remove all decorations, posters, streamers, etc. immediately following the function. All items left on the premises and in facilities after the event shall be removed and disposed of by the Chetwynd & District Rec Centre Staff.
11. The contact person warrants and represents that if he/she signs this license on behalf of the rental group. The contact person has sufficient power, authority and capacity to bind the rental group with his/her signature.
12. The rental group will pay a booking fee that will be due immediately when making a booking on all related rentals.
13. All Special Events with a liquor license are not allowed to be advertised as an open event to the public.
14. Alcohol is not permitted within the facility unless the appropriate applications and licenses are in place for the specific rental space requested.

NAME OF RENTAL GROUP

DATE

NAME OF CONTACT PERSON

SIGNATURE

NAME OF WITNESS

WITNESS SIGNATURE

CHETWYND & DISTRICT REC CENTRE FACILITY
REPRESENTATIVE

CHETWYND & DISTRICT REC CENTRE FACILITY
REPRESENTATIVE SIGNATURE