

VILLAGE OF CARMACKS - RECREATION CENTRE

Please email complete form with **SUBJECT: RENTAL APPLICATION** to: bookings@carmacks.ca

FACILITY RENTAL AGREEMENT

RENTER / ORGANIZATION INFORMATION

NAME:

ADDRESS:

CONTACT NUMBER:

EMAIL:

RENTAL INFORMATION

SPACE RENTED:

PURPOSE:

DATE(S):

TIME:

PO/LPO # (IF APPLICABLE):

OF ATTENDEES:

AT THE FOLLOWING RATES

SPACE	RATE	HOURS	TOTAL
GYMNASIUM	\$40/HR (\$250 All-day)		
MEETING ROOM	\$30/HR (\$200 All-Day)		
MULTI-PURPOSE ROOM	\$30/HR (\$200 All-Day)		
KITCHEN	\$35/HR - (\$225 All-Day)		
HOCKEY ICE PAD - ADULT	Prime: \$160/HR Non Prime: \$105/HR		
HOCKEY ICE PAD - MINOR	Prime: \$100/HR Non Prime: \$65/HR		
FLOOR SLAB (MAY to SEPT)	\$60/HR or \$400 All Day		
ICE PAD - CURLING	Prime: \$130/HR Non Prime: \$100/HR		
ADDITIONAL SERVICES			
		SUB TOTAL	
		GST	
		TOTAL	



SPECIAL INSTRUCTIONS FOR RENTAL: _____

FACILITY RENTAL AGREEMENT

1. That this application will be considered on a first come, first serve basis and type of event proposed and deposit may be required.
2. All fees are payable at the Carmacks Recreation Complex or the Municipal Office prior to the event being held.
3. Unless notification is received from the applicant by the VOC – Recreation Department at least 72 HOURS prior to the event, full rates will be invoiced. Inclement weather will be given consideration as an exception for certain events.
4. The applicant will be responsible for returning the premises back to the general conditions and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles; that kitchen counter tops, sinks and appliances will be left clean; and that ALL TABLES AND CHAIRS BE REPOSITIONED AS FOUND.
5. The applicant shall be responsible for any damage incurred to the premises or Village property as a result of any act or omission of the Applicant or the Group named herein or their contractors or any person who attends the function. In the event of such damage, to pay a Damage Charge in such amount as is determined by the Village.
6. That the Village shall not be liable for any damage to or loss of any property brought into the premises in conjunction with the function by the Applicant of Group named herein or their members, officers, employees, agents or contractors or any person who attend the function.
7. For an event where alcohol is made available, the Applicant shall obtain all proper licenses (Special Occasion Permit) and comply with any Municipal Alcohol Procedures. These procedures shall include but are not limited to; smart-serve trained bartenders, use of plastic cups for all drinks, drink tickets to be sold separate from bar, 4 drink tickets maximum per purchase, no last call, proper signage posted, provide food and non-alcoholic beverages and adhere to other related Yukon Liquor Corporation Rules / Requirements. The following times shall be adhered to: Bar Ticket Sales to stop by 12:30 am. Bar to close, music to stop and banquet hall lights on, no later than 1:00 am. Facility vacated by 1:30 am. A copy of the Special Occasion Permit, Alcohol Liability Insurance and Smart-Serve Trained Bartenders, shall be provided to the Village prior to the event.
8. For ice surface rentals, the dressing rooms will be available 30 minutes prior to ice time and must be vacated 30 minutes after rental. Failing to do so will result in an hourly charge equal to the ice time rental. 10 minutes shall be deducted at the end of each rental for ice resurfacing.
9. That the Applicant discharges the Village, it's committee/council members and employees from all actions, claims and demands, that they or anyone attending their function may have for any injury or damage arising directly or indirectly from their event.

SIGNED ON THIS _____ DAY OF _____, 20____

RENTER: _____

VILLAGE OF CARMACKS _____