



Athabasca District Agricultural Society  
Agriplex Rental Agreement

1)	Renter:	Email:
	Address:	Phone Number:
2)	Date of Function:	

3) **Event or Alcohol Insurance (PAL):** The Athabasca District Agricultural Society will be named as an additional insured on the Event Liability Insurance or Public Alcohol Liability Insurance. A copy of the insurance with a minimum **3 million dollar liability** must be provided at time of key pick up or the hall keys will not be released. Event Liability Insurance required for all bookings (*even if alcohol is not being served*). **Must be submitted 30 days prior to the event.**

4) **Cancellation:** A notice of 120 days prior to the event must be given, if this does not occur \$200.00 booking deposit will be retained with no refund. Special circumstances are subject to Board approval.

5) **No Smoking** - there is **no smoking/vaping in the hall**. Outdoor, butts must be put in ashtrays. Any on the grounds must be cleaned.

6) **Facility Occupancy Load:** **300** space with non-fixed seats, **250** space with non-fixed seats and tables

7) **Extra Cleaning:** if any additional cleaning is required the renter will be subject to an additional fee of **\$50.00 per man hour**, which will be deducted from the damage deposit.

8) **Personal Loss or Damage:** The Athabasca District Agricultural Society will not be held responsible for any personal loss or personal damage incurred on the Athabasca District Agricultural Society premises.

**9) The Renter named on the contract (1) will be held liable for any damages occurring to the Athabasca District Agricultural Society Building named the Agriplex and its surrounding Area. Ceiling tile \$50/damaged tile.**

- NO glitter,sparkles or confetti allowed
- NO PINS, TACKS, NAILS OR TAPE on the Walls.
- NO PINS, TACKS, NAILS OR TAPE on Roof. Roof decorations must be used with a magnet hook.
- NO PINS, TACKS, NAILS OR SCREWS into the Tables
- **See Page 3 for cleaning requirements**

<b>Rental Fees &amp; Deposits</b>			
<i>All Rental fees are plus GST // No GST on refundable deposit</i>	<b>Rate</b>	<b>GST</b>	<b>Rental</b>
<b>1) Booking Deposit</b> This fee is required for all booking contracts.	\$200.00	N/A	\$200.00
<b>2) Weekend Rate</b> Thursday 5pm-Sunday 3pm (includes kitchen) <i>Damage Deposit</i>	\$800.00 \$800.00	\$40.00 N/A	\$840.00 \$800.00
<b>3) Long Weekend</b> Thursday 5pm-Monday 3pm (includes kitchen) <i>Damage Deposit</i>	\$900.00 \$900.00	\$45.00 N/A	\$945.00 \$900.00
<b>4) Day Rate Hall</b> 6am to 1 pm <i>Damage deposit</i>	\$420.00 \$420.00	\$21.00 N/A	\$441.00 \$420.00
<b>5) Day Rate Kitchen</b> (12 hour)	\$100.00	\$5.00	\$105.00
<b>6) Meeting Rate/Hour</b> (NO kitchen)	\$35.00	\$1.75	\$36.75
<b>Add Ons &amp; Packages Available</b>			
<b>7) Wine Glasses</b> - 250 available, \$1.00/glass		N/A	
<b>8) Round Tables</b> - 11 available, \$10/table Rectangular tables included, round tables extra		N/A	
<b>9) Table Cloths (Rectangle Black)</b> - 12 available, \$10 each <b>Round Black</b> - 10 Available - \$10 Each		N/A	
<b>10) Projector &amp; Microphone</b> - \$20 per day		N/A	
<b>11) Wedding Package</b> Includes weekend rental (Thursday 5pm to Sunday 3pm), 11 round tables, 250 glasses, projector & microphone, and cleaner (10hrs - kitchen and outdoor clean not included in 10hrs)	\$1600.00	\$40.00	\$1680.00
<b>12) Wedding Package Damage Deposit</b>	\$1,600.00	N/A	\$1600.00
<b>SubTotal</b>	\$	\$	\$
<b>Damage Deposit</b>	\$		\$
<b>Booking Fee</b>	\$ 200		
<b>Total</b>			
<b>Balance Owning</b> (Less booking fee <i>To be paid 30 Days PRIOR to Event</i> )			
<b>Preferred payment E Transfer to <a href="mailto:info.aadas@gmail.com">info.aadas@gmail.com</a></b> Cash / Cheque accepted <b>Deposits will be refunded within 30 days of the event.</b>			

Renter Name	Signature	Date

Director/Admin Name	Signature	Date

Agri-Plex Booking Director:

Lori Duma 780-689-7078

Email: [info.aadas@gmail.com](mailto:info.aadas@gmail.com)  
(e-transfer to this email address)

For Athabasca District Ag Society Accounting:

CK#	
Damage Deposit to be returned	

## **Post Event Cleaning requirements**

**Wedding Package does not include Kitchen cleaning or outdoor clean up.**

### **Clean up of Facility**

It is the responsibility of the renter listed on the contract.

- Floors swept & mopped.
- Front entrance vacuumed
- All garbage to be removed and placed in appropriate bins.
- New bags into the garbage cans.
- All tables & chairs are wiped clean and put away.
- Lobby area dry and wet mopped.(last thing before leaving)

### **KITCHEN/ BAR**

- Stove & ovens washed and wiped clean (no debris left behind).
- Counters, dishwasher, kitchen utensils, fridge & cooler to be left clean.
- Counter sprayed and wiped with polishing spray.
- Freezer to be wiped off and all items to be removed (DO NOT UNPLUG).
- Walk in cooler cleaned and power switch off
- Bar cooler cleaned and shut off with switch
- Taps turned off.
- Dry mop and wet mop floors
- Spot wash walls under the bar area.

### **Fans - KITCHEN STOVE**

- Turn fans off when leaving the building
- Stove and oven are turned off.

### **BATHROOMS**

- Garbage removed, bags replaced
- Toilets flushed.
- Taps turned off.

### **DOMESTIC GARBAGE & RECYCLE MATERIALS**

- Placed in designated bins by the main hall (OUTSIDE).

### **DECORATIONS**

- All decorations to be removed.

**Outside**

- All garbage and cans picked up from camping area and grounds around hall.
- Fire pits are extinguished.
- Cigarettes cleaned up around the front and back entrance.

**LOCATION OF TABLE & CHAIRS**

- 9 gray tables on the east wall
- 9 gray tables on the west wall
- 1 gray table by the bar.
- 2 under the kitchen window.
- 8 chairs between each table in 2 piles of 4 chairs.
- Round tables on the rack in the storage room.

**Power**

- Turn all lights off (entrance, hall, kitchen, bathrooms, **outdoor entrance**)