

**Mayerthorpe Exhibition Centre
CONDENSED RENTAL AGREEMENT
Schedule D**

Between
Town of Mayerthorpe
4911 – 52nd Street, Box 420
Mayerthorpe, Alberta
TOE 1N0 , (780) 786-2416

Facility Tenant/Facility User

(Name, address, phone number)

GENERAL PROVISIONS:

1. The rental period shall be from _____ on _____ through to _____ on _____, inclusive.
2. The rented area in the Facility shall be: _____.(Describe)
3. The rental cost shall be _____ plus GST of _____ for a **total of \$**_____.
4. The Booking of the rental area is not confirmed until this rental contract is signed and returned with the rental fee or _____.

SPECIFIC REQUIREMENTS:

5. The Facility User agrees to:
 - a. Set up and take down all decorations and all tables & chairs
 - b. Sweep all floors, wet mop all spills or dirty floors, empty all trash cans, sweep up any smoking litter, remove all garbage to the provided dumpsters
 - c. Report any damages to the Facility Monitor
 - d. Use only fun tack, painter’s masking tape, magnets or T bar track hooks to secure decorations or signs
 - e. Have no alcohol at the event
 - f. Leave the premises in an “as received” condition
 - g. Follow direction of the Facility Monitor
 - h. Report any acts of violence or personal injury to the R.C.M.P. immediately
 - i. Abide by all requirements outlined in the Mayerthorpe Exhibition Centre Operations Policy VII-006 attached.
 - j. Not assign this agreement without prior written consent from the Town.
 - k. The Facility User is responsible for all costs related to any and all damages (including repair and/or or cleaning costs) occurring during their event.

ADDITIONAL INFORMATION:

6. The Town of Mayerthorpe will not accept responsibility for any theft or loss to contents and equipment incurred by the Facility Tenant or Facility User under any circumstance.
7. This event will be described on the Town of Mayerthorpe calendar as “**Private Booking**” or _____ pursuant to FOIP legislation.
8. _____

HOLD HARMLESS AGREEMENT:

The Facility Tenant/Facility User agrees to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Facility Tenant/Facility User employees, servants, agents, contractors, invitees, directors or any person for whom the Facility Tenant/Facility User is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

The parties accept the terms and conditions of this Rental Agreement this _____. (enter date)

Town of Mayerthorpe:

Facility Tennant /Facility User:

Signature: _____

Signature: _____

Print: _____

Print: _____

Position: _____

Date: _____

OFFICE USE ONLY:

DATE	AMOUNT	GST	Total	INVOICE NUMBER	GL CODE	DESCRIPTION
	\$	\$	\$			Date Rental Fee Paid

Note: This form is used for facility rentals including those ice usages which do not require the Facility User to provide insurance or a Damage Deposit, or for those events not involving alcohol and food preparation (ie: birthday parties, meetings).