

WARBURG PIONEER AGRICULTURAL SOCIETY

POLICIES FOR PIONEER RECREATION CENTRE OPERATION

The primary purpose of the Pioneer Recreation Centre is to serve the community by providing rental space for the various social, educational and recreational activities in the area. However, the rent received is the only revenue we have for maintaining the building.

Accordingly, in an effort to achieve a proper balance of finances while best serving the needs of the community, the following policies have been adopted:

1. Each rental day shall begin at 6:00 A.M. (Packages Exempt)
2. Full payment of Rental Fees as listed are required to confirm all bookings. No post-dated cheques will be accepted.
3. A damage deposit in the amount of \$300.00 is required prior to obtaining a key/access to the hall. Damage deposit will be returned after an inspection of the facility by the custodian.
4. Cancellations must be made at least one month prior to the event at which time a 20% administration fee will be charged. No refund if cancellation made with less than one month notice.
5. No confetti or similar items shall be allowed inside the hall.
Failure to comply will result in damage charges in the amount of \$50.00.
6. No duct tape, tacks, screws or similar products shall be allowed on floors, walls, etc. All decorations must be removed prior to vacating the hall. Any damage/removal costs will be deducted from damage deposits.
7. No Liquor to be left on premises overnight. Any other property left is at your own risk when booking over multiple days.
8. Hall grounds must be left clean and tidy to avoid deductions from your damage deposit.
9. For all functions serving alcohol, it is the responsibility of the renter, at its sole cost and expense, to obtain and provide a copy of the Host Liquor Liability Insurance Certificate/Party Alcohol Liability to the Village of Warburg prior to receiving keys. This Certificate must list the Village of Warburg and the Pioneer Ag. Society as additional named insured on the said policy as their interest may appear. Such policies will contain a waiver of any subrogation rights which the renter's insurers may have against the Pioneer Ag Society and the Village of Warburg and a severability of interest clause or cross liability clause.
10. The renter assumes responsibility for the general security and safety of the hall during the rental period. Proper use and care of the hall and all hall equipment and contents must be maintained. Should any damages occur and/or anything go missing exceeding the Damage Deposit, the renter assumes responsibility for the difference.
11. Renter's Responsibilities on reverse must be adhered to.

RENTAL RATES **MAXIMUM CAPACITY IS 350 PEOPLE.**

1. Hall, Kitchen and Lounge area (per full day 6am/24 hours)..... \$300.00
2. Meetings – (under 5 hours) \$ 50.00
3. Kitchen only \$100.00
4. Event Package #1(Friday Noon to Sunday Noon)..... \$450.00
5. Event Package #2 (Friday 6am to Sunday 9pm):\$550.00
 Each additional consecutive day\$150.00
6. Damage Deposit..... \$300.00
7. Camping- All units must be self-contained or extra charges /loss of DD will be levied.
 -Full Hook-ups are available at the Warburg RV Park- Call 780-848-2841 for information
8. Additional Charges will be applied if accessing the facility prior to agreement.
 *** Use of the Curling Rink, their Lobby, as well as their tables and chairs is NOT included with the Hall Rental. ***
9. Chair Rental - \$1.00 per Chair per day
10. Table Rental - \$5.00 per table per day

RENTER'S RESPONSIBILITIES for the Pioneer Recreation Centre (5435-50A Ave Warburg, AB)

- a) Renter must set up their own tables/chairs and return them as found after the event. (tables set according to the map located on the bulletin board at the back of the hall)
 -chairs are to be stacked in the storage room located behind the stage as posted on the door of the storage room, and tables are located in the storage room beside the kitchen.
- b) All tables are to be washed and dried prior to putting them away. Chairs are to be wiped if required.
- c) All pots, coffee pots, dishes and utensils are to be washed and put away.
 No pots, dishes or bowls etc. are to be removed from the premises.
 -There are plastic containers in the cupboard for your use, (marked misc. containers).
- d) Counters, stove and coolers to be wiped down
- e) Grill to be cleaned if used (see directions on the wall, and supplies under the sink)
- f) Kitchen floor should be swept and any spills mopped up.
- g) Please place all garbage bags in the bin between the curling rink and arena.
- h) Leave the soiled dishtowels in the kitchen to be picked up and washed.
- i) All decorations, food, liquor etc. must be removed prior to vacating the hall.
- j) Turn off all lights prior to leaving, and ensure that all doors are closed and locked.
- k) The renter is responsible for all missing kitchen, bar and bathroom supplies as well as any damages.

***Charges will be withheld from damage deposit if not adhered to.**

I/We agree to the above rules governing the Hall Rental and the responsibility for the care of the Pioneer Recreation Centre. I/We take responsibility should any damages occur during the rental period. Should any information be found false, the representative of the Pioneer Ag Society has the right to cancel the above reservation.

Date of Hall Rental: _____

Organization: _____ Contact Person: _____

Phone #: _____ Email: _____

Mailing Address: _____

Dated this ____ day of _____, 20____ at Warburg, Alberta.

Witness: _____ Renter: _____

Pioneer Ag. Society Representative; _____

Pd Rent: _____ by _____ Pd DD: _____ by _____

All payments/deposits are to be made by cash, cheque or e-transfer to the Pioneer Agricultural Society. E-transfers sent to pioneeragsociety@gmail.com

All correspondence and payments can be forwarded to the Pioneer Agricultural Society, Box 148, Warburg, AB T0C 2T0.