

# THE B.R.I.D.G.E.S. SOCIETY Room Rental Policy

## GENERAL

- The B.R.I.D.G.E.S. Society makes its meeting rooms and kitchen available to individuals, non-profit organizations, clubs or institutions for meetings, programmes and/or activities. Arrangements may be made to rent space for events occurring on weekdays, evenings or weekends.
- The facility offers a variety of amenities including audio-visual equipment; dining facilities; lounge type seating, small meeting area, as well as a fully equipped commercial kitchen. Reservations may be made for all or part of the facility.
- For an additional fee, dependent on menu choices, our staff can cater your lunch or dinner for up to one hundred (100) guests. Alternatively, the kitchen may be rented for the user group to prepare their own meal.
- Organizations or individuals using the premises must sign a Facility Rental Agreement accepting responsibility for any damage (to furnishings, equipment and/or premises) occurring from their use of the facility, equipment and/or appliances. The renter must also provide proof of liability insurance and alcohol permits if applicable. A damage/cleaning deposit may be required with rental deposit payment. If requested the applicant must provide B.R.I.D.G.E.S. with a liability certificate from their insurance company.
- If special conditions for admission exist (for example, admission charge; course registration or tickets) these must be stated at the time of application and agreed to by B.R.I.D.G.E.S.
- The facilities must be used only on the dates and hours shown on the application and for the purposes stated.
- Federal, provincial and municipal laws, by-laws and fire regulations must always be observed.
- The B.R.I.D.G.E.S. Board of Directors reserves the right to refuse any application or cancel any booking.
- Staff or Board members may use the facility free of charge if present at the event, however, if the function is catered by B.R.I.D.G.E.S., the basic costs associated with the food and labour must be covered.
- **The renter will agree to hold harmless the B.R.I.D.G.E.S. Society and all those affiliated with the agency in the event of any personal injuries, loss of life, theft or damages resulting from the use of the B.R.I.D.G.E.S. facility and/or property.**

## RENTAL FEES

**All fees for rental or catered events are due in full on the day of the event if it's a weekday, or on the Friday preceding the event if it's on a weekend.**

Two rates of rental fees are charged: Commercial and Non-profit.

- **A Commercial Rate** is given to all individuals, commercial organizations, businesses or agencies and self – employed individuals operating businesses for programmes, courses, meetings or parties at the discretion of the Office Manager.

Room bookings are set as follows (room usage is free if we cater your event):

Board Room \$50.00/day, or \$15.00/hour up to 3 hours

Main Room \$100.00/day or \$15.00/hour up to 4 hours

Main Room and Kitchen \$150.00/day or \$15.00/hour up to 4 hours

Kitchen Only \$50.00 (Hourly rate does not apply to Kitchen-Only rental)

- **A Non-Profit Rate** of 50% of the Commercial Rate is given to organizations offering educational, free, open to the public programmes. Fee-charging programmes by licenced, non-profit educational or

charitable organizations are also eligible for the non-profit rate, which may be negotiable at the discretion of the Manager, or in the absence of the Manager, at the discretion of the Board.

## **RESERVATIONS**

- The renter must designate one person to handle all communications and transactions with B.R.I.D.G.E.S. That designated person must be on-site throughout the rental period.
- Reservations require a signed Rental Agreement and a deposit of twenty five percent (25%) of the room rental rate.
- A separate cleaning/damage deposit of up to three hundred dollars (\$300.00) may be required, at the discretion of the Office Manager, with the full payment. The renter acknowledges that all or part of this deposit will be forfeit for lost keys; failing to cleanup or damage to property.
- The damage deposit (if it had been required) will be returned within fourteen (14) days of the event, provided no damage or cleaning charges are applied.
- Cancellations of facility rentals must be reported not less than 24 hours prior to the event. Cancellations of fewer than 24 hours may result in the loss of some, or all the deposit.
- Cancellations of catered events must be reported not less than 3 days (72 hours) prior to the event. Cancellations of fewer than 3 days (72 hours) will result in the loss of some, or all the deposit.

## **CONDITIONS**

1. The B.R.I.D.G.E.S. facility is a smoke free building.
2. Renters must ensure room occupancy limits are observed.
3. Renters are responsible for all set up and clean up and returning the room to its original condition.
4. Food and beverages are allowed, however, if alcohol is to be served on B.R.I.D.G.E.S. premises, this must be clearly stated at the time of booking and all permits must be obtained.
5. Taping, pasting, tacking, nailing or otherwise attaching items to walls, windows, doors, ceilings or furnishings is not permitted. No use of confetti, glitter, rice or other substances requiring excessive clean up will be allowed inside the building.
6. Candles are allowed only if they are enclosed in a glass holder that completely encloses the flame.
7. The renter's supplies, food and decorations must be removed by the end of the event unless special arrangements are made at the time of booking.
8. The use of phones, desks, entertainment apparatus, musical instruments or other items belonging to the facility is prohibited unless special arrangements are made at the time of booking.
9. Children under the age of seventeen (17) must always be supervised by parents or other adults. Failure to properly supervise children will result in the forfeiture of the full amount of the cleaning/damage deposit.
10. Animals of any kind are not permitted, except for assistance animals.
11. B.R.I.D.G.E.S. accepts no responsibility for lost or stolen articles.
12. Keys must be returned within forty-eight (48) hours of the conclusion of the event.
13. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the three hundred-dollar (\$300.00) deposit. Any damages exceeding the amount of the deposit are the responsibility of the renter.

**Kitchen Conditions** (The following additional conditions must be met when using the kitchen):

1. No alteration made to the kitchen
2. Any food, beverages and equipment currently stored in the kitchen are the property of B.R.I.D.G.E.S. and are not to be used by the customer unless pre-approved by the Manager.
3. All trash must be properly disposed of in the waste containers provided and all garbage must be removed to the bins behind the building.

4. The kitchen must be left in a clean, orderly condition.
5. All matter, including left-over food is to be properly removed at the end of the event and the lights, stoves, dish sanitizer and any other equipment that has been used must be turned off.
6. The commercial dish washer is for **sanitizing only**. All dishes and applicable cookware must be thoroughly hand-washed prior to a cycle in the sanitizer.

## **CATERING**

1. Catering by B.R.I.D.G.E.S. may be arranged for an additional fee according to our Catering Menu rates (subject to change at any time). All other catering activity is the responsibility of the renter and must be approved by B.R.I.D.G.E.S. before confirming an event.
2. Please request a Dinner or Lunch menu from the Office Manager.
3. Fees associated with your catering menu (per person) will replace any facility rental fees for your event, but in rare circumstances you may still be subject to discretionary cleaning/damage deposit fees.

## **ALCOHOL**

1. Alcohol may be served to persons eighteen (18) years of age and older, under the terms and conditions consistent with the applicable laws of the province of Alberta, and in accordance with the following:
2. Alcoholic beverages will be allowed only with the knowledge and approval of the B.R.I.D.G.E.S. Board and/or the Office Manager
3. The renter will take responsibility for and hold the B.R.I.D.G.E.S. Society harmless from all liabilities arising from the serving and consumption of alcoholic beverages at their event.
4. Proof of the required temporary liquor licence and liquor liability insurance must be provided prior to the event.

## **PUBLICITY**

1. Use of the B.R.I.D.G.E.S. name may be permitted with prior authorization
2. The renter is not permitted to promote their event as a B.R.I.D.G.E.S. sponsored event unless agreed upon in writing prior to the event.

Policy revised April2019.



## THE B.R.I.D.G.E.S. SOCIETY RENTAL AGREEMENT

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Individual: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Company: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time Frame: \_\_\_\_\_

Room(s) Requested: (circle)

MAIN ROOM (no kitchen use)		BOARDROOM (no kitchen use)		KITCHEN ONLY	FULL FACILITY (with kitchen use)	
1 day	Hourly (up to 4hrs)	1 day	Hourly (up to 4hrs)	1 day	1 day	Hourly (up to 4hrs)
\$100	\$15/hr	\$50	\$15/hr	\$50	\$150	\$15/hr

Sound System (Y/N):	Projector/Screen (Y/N):
Liquor Licence:	
Liquor Liability Insurance	
Room(s) Full Rental	25% Deposit:
Damage/Cleaning Deposit	→ Returned:
Other conditions/notes:	

Date: \_\_\_\_\_

I hereby apply to rent the B.R.I.D.G.E.S. facility as specified above. I have received a copy of the B.R.I.D.G.E.S. room rental policy and on behalf of myself, or the above-mentioned agency/company, I agree to the terms and conditions as set out in that policy. Further, I understand that any expenses associated with cleaning/damages over and above normal wear and tear or the loss of keys will be deducted from the damage/cleaning deposit.

X \_\_\_\_\_ X \_\_\_\_\_  
 RENTER Authorised B.R.I.D.G.E.S. Representative

KEYS:	MM/DD/YY	RENTER INITIAL	REP. INITIAL
OUT			
IN			