The Hinton BRIDGES Society for Mental Wellness
Facility Rental Policy

revised 02-17-26

GENERAL

- The BRIDGES Society makes its activity rooms and kitchen available to individuals, businesses, non-profit organizations, clubs or institutions for meetings, programs and/or activities.
- **AVAILABILITY:** Arrangements may be made to rent space for events occurring on weekends (half days up to 4 hours or full days of 4 hours and longer) and on weekday evenings (3:00 PM and later) during times which do not interfere with scheduled program activities (weekday evening availability after 7:00 PM is decided on a case-by-case basis.)
- The facility offers a variety of amenities including a screen & projector, sound system, dining facilities, lounge type seating, as well as a fully equipped commercial kitchen. Reservations may be made for all or part of the facility.
- Organizations or individuals using the premises must sign a Facility Rental Agreement accepting responsibility for any damage (to furnishings, equipment and/or premises) or cleaning up from their use of the facility, equipment and/or appliances. The renter must also provide proof of party alcohol liability insurance and alcohol permits, if applicable.
- A $200 damage/cleaning deposit (cash, cheque or e-transfer) is required with rental payment at the time of booking. If requested the applicant must provide BRIDGES 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 BRIDGES
- The facilities must be used only on the dates and hours shown on the application and for the purposes stated. Your booked time must include the full time you will access the facility, including set-up and clean-up.
- Federal, provincial, and municipal laws, by-laws and fire regulations must always be observed.
- The BRIDGES Board of Directors reserves the right to refuse any application or cancel any booking.
- Staff and Board members may use the facility free of charge, if present at the event.
- "Authorized Representatives" of BRIDGES include the Executive Director, Activity Coordinator, or an Executive member of the Board of Directors.
- **The renter will agree to hold harmless the BRIDGES Society and all those affiliated with the agency in the event of any personal injuries, loss of life, theft or damage resulting from the use of the BRIDGES facility and/or property.**

RENTAL FEES

All fees and deposits are due in full at the time of booking. We accept cash, cheque and PayPal or e-transfer to info@bridgeshinton.org.

Two rates of rental fees are available: Standard and Discount.

- **The Standard Rate** is given to all individuals, commercial organizations, businesses or agencies and self – employed individuals operating businesses for programs, courses, meetings, or parties at the discretion of the Executive Director (E.D.)

ACTIVITY ROOMS (No kitchen use)	**KITCHEN ONLY**	**FULL FACILITY** (with kitchen use)
Half Day Rental (<4h) $97	Half Day Rental (<4h) $50	Half Day Rental (<4h) $110
Full Day (4h+): $193	Full Day (4h+): $100	Full Day (4h+): $220

- **The Discount Rate** of 50% of the Standard Rate is given to registered non-profits and organizations offering educational, free, and open to the public programs. Fee-charging programs by licensed, non-profit educational or charitable organizations are also eligible for the non-profit rate, which may be negotiable at the discretion of the Executive Director (E.D.), or in the absence of the E.D., at the discretion of the Board.

RESERVATIONS

- The renter must designate one person to handle all communications and transactions with BRIDGES **That designated person must be on-site throughout the rental period.**
- Reservations require a signed Rental Agreement and full pre-payment of the room rental rate, including a separate deposit of $200. The renter acknowledges that all or part of this deposit will be forfeit for lost keys, failing to clean up or damage to property.
- The $200 deposit will be returned within fourteen (14) days of the event, provided no such 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 forfeiture of 50% of the $200 deposit ($100)

CONDITIONS

1. The BRIDGES 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, returning the room to its original condition.
4. Food and beverages are allowed, however, if alcohol is to be served on BRIDGES 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. Masking tape is permitted only, and all decorations and tape must be removed.
6. Candles are allowed only if they are enclosed in a glass holder that completely encloses the flame. No other open flames are permitted.
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 registered service animals.
11. BRIDGES 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. All costs associated with cleaning and/or damage related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the two hundred-dollar ($200.00) 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 may be made to the kitchen.
2. Any food, beverages, other consumables and equipment currently stored in the kitchen are the property of BRIDGES and are not to be used by the customer unless pre-approved by the E.D.

3. All trash must be properly disposed of in the waste containers provided and all garbage must be removed to the bins beside the building.
4. The kitchen must be left in a clean, orderly condition. A checklist is provided to help with this.
5. All event material including leftover food is to be properly removed at the end of the event and the lights, stoves, dishwasher, and any other equipment that has been used must be turned off.
6. The commercial dishwasher is only to be used if the kitchen is part of your rental agreement. All dishes and applicable cookware must be thoroughly rinsed/scrubbed prior to a cycle in the dishwasher.

ALCOHOL

1. Alcohol may be served to people 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:
    - Alcoholic beverages will be allowed only with the knowledge and approval of the BRIDGES Board and/or the E.D.
    - The renter will take responsibility for and hold the BRIDGES Society harmless from all liabilities arising from the serving and consumption of alcoholic beverages at their event.
    - Proof of the required temporary liquor license and liquor liability insurance must be provided prior to the event.

    Liquor Licenses through AGLC: https://aglc.ca/liquor/liquor-licences
    Party Alcohol Liability Insurance: https://www.palcanada.com/index.php/en-us/event-hosts/party-alcohol-liability

PUBLICITY

1. Use of the BRIDGES name may be permitted with prior authorization.
2. The renter is not permitted to promote their event as a BRIDGES sponsored or partner event unless agreed upon in writing prior to the event.

Policy revised April 2026.

FILL OUT THE RENTAL AGREEMENT ONLINE HERE.

Or use the form on page 5.

THE BRIDGES SOCIETY RENTAL AGREEMENT

revised 09-29-22

Name of Contact: _____

Phone: _____ Cell: _____ E-Mail: _____

Individual: _____ Non-Profit: _____ Company: _____

Type of Event: _____ Event Date: _____ Time Frame: _____

Room(s) Requested: (check)

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Sound System (Y/N):	Projector/Screen (Y/N):			
Liquor License:				
Liquor Liability Insurance:				
Damage/Cleaning Deposit	$200		→ Returned:	
Other conditions/notes:				
Room(s) Full Rental Price	$	If Discount: %	Total Due:	**PAID**

Date: _____

I hereby apply to rent the BRIDGES facility as specified above. I have received a copy of the BRIDGES 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. Furthermore, 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. This document represents invoice and receipt.

X _____ X _____

RENTER Authorized BRIDGES Representative

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