



FACILITIES RENTAL AGREEMENT

Applicant Information

Name of Organization: _____
Contact Person: _____
Address: _____ City: _____
Postal Code: _____ Phone: _____ Email: _____

Facility & Rental Information

Facility: _____ Date(s): _____ Time: _____ Event: _____

Check all that apply:

- ☐ Rental Charge: \$ _____
- ☐ Next day clean up \$ _____
- ☐ Stage: \$ _____
- ☐ Table Cloths (Black): \$ _____
- ☐ Table Cloths (Ivory): \$ _____
- ☐ # _____ Tables (round)
- ☐ # _____ Tables (rectangle)
- ☐ # _____ Chairs
- ☐ Picnic Tables: \$ _____
- ☐ Coffee Urn: \$ _____
- ☐ Porta Potties: \$ _____
- ☐ Camping Spots: \$ _____
- ☐ Podium \$ _____
- ☐ Other: _____

Subtotal: \$ _____
GST: \$ _____
PST: \$ _____
Security Deposit: \$ _____
TOTAL: \$ _____

*** Tables, chairs, and garbage bags are included in any Facility Rental Agreement, as well as use of the kitchen. ***

Rental Policy:

At the time of the rental booking, one half of the rental plus security deposit is due. If cancelled more than 91 days from the date the renter will receive a full refund; if cancelled within 90 days of the function, you get your security deposit refunded. Balance of the rental due 90 days before the function. If the rental booking is made within 90 days, full payment plus security deposit is due immediately. Battlefords Agricultural Society has the right to terminate any function where there is any illegal misconduct. _____ (Initial)

Security Deposit:

Facilities must be left in the same condition as found. The security deposit will not be refunded if any damages have been done to ANY property of the Exhibition Park.

The Renter must have the facilities cleaned up and moved out by 2:00 am. Each ½ hour portion of thereafter will be charged \$50.00, to be deducted from the security deposit. You may pre-arrange to clean up the following day at an additional charge depending on availability. Set up may be done the day before the rental date at an additional charge and depending on availability, set up is the responsibility of the renter. The Renter is responsible to remove all garbage from the building, major spills to be mopped up, all food and drinks to be removed from the kitchen, ALL kitchen appliances, counters, grills, stove, or coffee urn(s) are to be cleaned after the rental. Renter is responsible to ensure all doors and gates are locked after event. Keys must be returned to the office the next business day. Tables and chairs are to be cleaned and left out to ensure proper cleaning. Failing to clean facilities will result in the partial or full loss of the security deposit.

The Renter must have liability insurance and provide to BAS a copy of the policy with Battlefords Agricultural Society named as “additional insured”.

If you decline to purchase your own liability insurance for this date/event, please sign & date the following statement: I _____ on _____ understand by declining to purchase my own liability insurance, I am assuming the financial risk of any liability that I may be held responsible. _____ (Signature)

The Renter must abide by Provincial Liquor Laws with no minors present at a licensed function unless accompanied by a parent, legal guardian, or their spouse if that spouse is over the age of nineteen. Security must be on duty at all licensed rentals. Please refer to your permit for additional information.

The Battlefords Agricultural Society agrees to make available the above noted facilities for the amount and date indicated above.

The Renter agrees to the above charges and other conditions as contained on this rental agreement. _____ (Initial)

Signature of Renter _____ Date _____

Signature of Battlefords Agricultural Society _____ Date _____