



Bold Center, McArthur Place and Plamondon Arena Facility Booking Request Form



Revised 01.09.23 (rl)



FACILITY BOOKING REQUEST FORM



for the Bold Center, McArthur Place and Plamondon Arena

To book a facility at the Bold Center, McArthur Place, or Plamondon arena please complete this Facility Booking Form and submit it to the Bold Center Front Desk with payment (see Item #1); or email to <u>bookings@laclabichecounty.com</u> with credit card payment.

- 1. **PAYMENT:** 25% down payment + the full Damage Deposit are due immediately to confirm the booking; EXCEPT for Birthday Parties and Private Hockey Bookings which will require Full Payment at time of booking. Remainder of the payment must be paid one week prior to the event date. The Damage Deposit amount (\$100 or \$500) will be dependent on the type of event you are booking.
- 2. Acceptable payment: VISA, MasterCard, AMEX, cash, debit, or cheque payable to: Lac La Biche County.
- 3. **CANCELLATIONS:** if cancelled more than 90 days before the event date the charge is \$25.00; less than 90 days the cancellation fee will be ½ the rental cost, if less than 30 days the cancellation fee will be the full rental cost.

Booking for PRIV	ATE Event	Booking fo	or an ORGANIZATION Event		
(ie; wedding, bridal / baby sh	ower, birthday, etc.)	(ie; meetings, trade	shows, curling bonspiel, tournaments, etc.)		
Name/Agent:		Name of Organizatio	n:		
Email:					
Birthday (MM/DD/YR):		_ Agent requesting the booking:			
Mailing Address:		Email:			
Town:	P-Code:	Mailing Address:			
Home #:		Town:	P-Code:		
Cell #:		Work #:	Cell #:		
Work #		Fax #:			
Fax #:		_			
NAME OF EVENT:					
Date(s) of Event:		Time: start	end		
Will this function reoccur? YES or NO NOTE: Payment will be required for the	-		(attach sheet if reg'd) NG.		
TOTAL # IN ATTENDANCE	Is FOOD be	ing served: Yes	No		
LIQUOR being served? Yes No	If YES, a Liquor License	copy must be provided to th	e Bold Center 7 days before function is held.		
INSURANCE REQUIREMENT: The Owne include, but are not limited to, hockey,	•		requirements. Activities requiring insurance see Appendix A, Item #4.		
MUSIC: Will music be part of your even	t? Yes No	If YES, will there be danc	ing? Yes No		
and ReSound. The fee will be dependen Toronto on a quarterly basis. SOCAN (t that represents the Canadian performin	nt on the facility you rent, he Society of Composers, g rights of millions of Can	, and these music fees are m Authors and Music Published nadian and international mu	censing & copyright fee on behalf of SOCAN nailed to ENTANDEM, a non-profit agency in rs of Canada) is a not-for-profit organization sic creators and publishers. ReSound is the or artists and record companies for their		
Your personal information is being collecte	d under the authority of and put	rsuant to section 33(c) of the Freed	om of Information and Protection of Privacy Act. If		

If your booking request exceeds the regular facility hours you will be subject to additional hourly fees and charged accordingly.

FACILITY REQUESTED		REQUIREMENTS (* indicate how many needed)	
Poplar Room (<i>mtg room</i>)	Performance Arena (Bold Center)	Tables	Badminton nets *
Wildrose Room (<i>mtg room</i>)	Swamp Cats Arena (Bold Center)	• Rectangular *	Basketball nets *
Viewpoint Room (mtg room)	Plamondon Arena	Circular *	score clocks *
2 nd floor lounge	2 nd floor mezzanine	Rectangle tables are 2.5'x8' & Round tables are 5' across.	Volleyball nets *
Bold Center Community Hall	Cenovus Fieldhouse #1 (rubber floor)	Chairs *	 scorecards *
Kitchen	half gym full gym	Stage (# of panels) *	 antennas *
McArthur Community Hall	Cenovus Fieldhouse #2 (wood floor)	Each panel is 4'x8' and there are 32 panels in total.	
Kitchen	front court middle court	AUDIO VISUAL	
McArthur Tea Room (mtg room)	back court full gym	• sound system	
McArthur Gazebo & Park	NEC Curling Arena (# of sheets)	podium & mic	
	Pow-Wow Grounds	 projector/speaker 	
	Pow-Wow Grounds Bingo Hut	 flip chart (# of) * 	
		 easels (# of) * 	
BALL DIAMONDS: BOLD CENTERS	Softball Diamond 1;Baseball Diamond	2;Softball Diamond 3; D	OWNTOWNBaseball
Diamond 4;Softball Diamond 5;	_MC Bldg Concession Bldg/Bathrooms		

APPENDIX "A" - Lac La Biche County Facility Rental Agreement

This Agreement made the _____day of _____, 20__

Between

Lac La Bich<u>e County</u> (Herein after referred to as the "Owner")

and (Herein after referred to as the "Renter") (Name of individual)

(Organization...if applicable)

- 1. Fees are subject to change, and it will be the responsibility of the Renter, upon notification, to cover the difference.
- 2. The Renter agrees to pay 25% of total fees plus the full Damage Deposit upon execution of this agreement, and the remainder one week prior to the event date. Birthday parties and private ice bookings will require full payment at time of the booking.
- 3. In the event the Function serves liquor, it is the responsibility of The Renter, at its sole cost and expense, to arrange for and ensure that a Liquor License has been purchased and forwarded to The Owner within 7 days of the Function. The Renter also ensures servers are certified with "pro-serve" or equivalent/appropriate certification during function.
- 4. If the County determines your Function requires insurance, The Renter shall be required to maintain, throughout the Term of this Agreement, insurance in the minimum amount of \$2,000,000.00 with respect to its use of the Space during the Term of this Agreement, naming the County as an additional insured, and to provide a certificate evidencing same to the County within 7 days of the Function. Without limiting the generality of the foregoing, such public liability insurance shall contain provisions for cross-liability, severability of interest, and no cancellation or alternations without the consent of the County or adequate notice to the County.
- 5. The Renter agrees to use the facility only for the function as indicated, and during the agreed upon Rental Period.
- The Renter agrees to leave the facility in the same condition prior to their event beginning. 6.
- 7. The Renter assumes responsibility of the facility and all rented equipment. Facilities staff will conduct pre and post inspections of facilities. Deposits will be returned upon satisfactory post inspection. In the event the facility requires extra cleaning or damages, charges will be deducted from damage deposit or groups, or individuals will be invoiced if fees exceed the damage deposit cost.
- 8. In the event The Renter undertakes or permits any activity within the facility or the facility grounds, which may be a nuisance or cause property damage or may cause personal injury, or in the event The Renter is in default of any of the terms and conditions herein, The Owner may terminate the Agreement forthwith immediately.
- 9. Additional staging and decorating are up to the Renter. If additional time is required, it will be charged accordingly.
- 10. The Renter must be 18 years of age to book a facility and is responsible for communicating terms and conditions to all participants.
- 11. Smoking, including Cannabis and vaping products, is prohibited as per the Province of Alberta's Tobacco Reductions Act. It is legislation that smoking is done 5 meters from all facility entrances.
- 12. The Renter must abide with all Municipal, Provincial, and Federal laws, regulations, and bylaws, and will obtain, at its own expense all necessary insurance, permits, licenses, and approvals as required by The Owner.
- 13. The Renter must have written approval from The Owner to post any promotional, marketing, retail, and other commercial advertising within the facility.

- 14. All incidents/accidents are to be reported immediately to The Owner's personnel, following their Emergency Procedures as instructed by the administration.
- 15. The Renter must abide by all facility regulations posted.
- 16. All youth participants must always have adult supervision in attendance.
- 17. Any additional setup time required needs to be arranged at the time of the booking and will be charged accordingly. The Owner does not have the facilities available to store the Renter's belongings prior to or after your facility rental time.
- 18. Keys/Swipe cards, if required, will be issued and returned to the Bold Center Guest Services desk.
- 19. Facility keys for the hockey/soccer change rooms are available for sign out at the Bold Center Guest Services desk, or Plamondon office, and are the responsibility of the individual who signs them out. If unreturned, this individual or the Organization will be contacted to return the keys or may be charged for replacement.
- 20. Emergencies or situations beyond the reasonable control of The Owner may result in cancellation of the Rental Contract. The Owner shall give The Renter as much notice as reasonably possible. Alternate times may be negotiated.
- 21. Maximum room capacity shall not be exceeded.
- 22. Participants are not allowed to access other facilities within Bold Center, McArthur Place and Plamondon Arena during the duration of their booking.
- 23. The Renter must have written approval from The Owner to affix anything inside or outside the Facility. Decorations, if approved, are to be fireproof material. No decorations and/or tape are allowed on drywall area of walls. No tape allowed hanging decorations on walls. No staples, tacks or nails to be used on ceilings or walls. Nothing will be removed from the walls, (ie; plaques, flags, framed pictures, etc.). All decorations must be completely removed immediately after the function is over. Only battery operated tealight candles, *not real candles*, permitted in the facility. Confetti not allowed in facility.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

The Owner, by its authorization representative, (Name of staff member -

Witness

Renter (Please sign on the above line next to the X)

Booking Request Form received:	in-person email fax Date Receiv	ed:	Staff Initial_
Facility booking processed by:		Permit #	
	Yes <u>No</u> Amount <u></u> Debit VISA MasterCard AMEX		Staff Initial_
	Yes No Amount		Staff Initial
Partial Damage Deposit refund {if partial refund indicate real	Yes No Amount son(s) below}	Date processed	Staff Initial_
	Yes No Amount Debit VISA MasterCard AMEX	Date received	Staff Initial_
	Yes <u>No</u> Amount Debit VISA MasterCard AMEX	Date received	Staff Initial
emainder of O/S balance received	Yes No Amount Debit VISA MasterCard AMEX	Date received	Staff Initial_
OCAN Music License Fee	Applicable/Not applicable Amount	Date received	Staff Initial
eSound Music License Fee	Applicable/Not applicable Amount	Date received	Staff Initial_
iquor License received	Yes No Not applicable	Date received	Staff Initial_
nsurance Certificate received	Yes No Not applicable	Date received	Staff Initial
ser Agreement signed	Yes No Not applicable	Date received	Staff Initial
eys/Swipe Cards signed out (if applicable)	Yes No Not applicable	Date received	Staff Initial

(Custodial staff name:

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