

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



where *life* happens



FACILITY BOOKING REQUEST FORM

for the Bold Center, McArthur Place and Plamondon Arena

PERMIT # _____

IMPORTANT INFORMATION: To book a facility at McArthur Place, the Bold Center, or Plamondon arena please complete this Facility Booking Form and submit it to the Bold Center Front Desk; or email to bookings@lACLAbichecounty.com The Bookings & Events Administrator will contact you between 1000am - 600pm Monday-Friday to confirm details.

1. 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.**
4. If booking on behalf of an Organization, please provide the Organization's complete mailing address.

| | |
|---|---|
| <div style="background-color: #333; color: white; text-align: center; padding: 5px;">Booking for PRIVATE Event</div> <div style="background-color: #eee; text-align: center; padding: 2px;"><i>(ie; wedding, bridal / baby shower, birthday, etc.)</i></div> <p>Name/Agent: _____</p> <p><input type="checkbox"/> Patron's Profile already in ActiveNet.</p> <p>Email: _____</p> <p>Birthday (MM/DD/YEAR): _____</p> <p>Mailing Address: _____</p> <p>Town: _____ P-Code: _____</p> <p>Home #: _____</p> <p>Cell #: _____</p> <p>Work #: _____</p> <p>Fax #: _____</p> | <div style="background-color: #808000; color: white; text-align: center; padding: 5px;">Booking for an ORGANIZATION Event</div> <div style="background-color: #eee; text-align: center; padding: 2px;"><i>(ie; meetings, safety fair, curling bonspiel, tournaments, etc.)</i></div> <p>Name of Organization: _____</p> <p>_____</p> <p><input type="checkbox"/> Organization Profile is already in ActiveNet <i>(check off ONLY if the Organization has previously booked a facility rental)</i></p> <p>Agent requesting the booking: _____</p> <p>Email: _____</p> <p>Mailing Address: _____</p> <p>Town: _____ P-Code: _____</p> <p>Work #: _____ Cell #: _____</p> <p>Fax #: _____</p> |
|---|---|

NAME OF EVENT: _____

Date(s) of Event: _____ Time: start _____ end _____

Will this function reoccur? *(circle one)* YES - NO **IF YES**, please list dates and times: _____ *(attach sheet if req'd)*

NOTE: Payment will be required for the 'reoccurring date(s)' at the time of the original booking.

TOTAL # IN ATTENDANCE _____ Is FOOD being served: ___ Yes ___ No

LIQUOR being served? ___ Yes ___ No **IF YES**, a Liquor License copy must be provided to the Bold Center 7 days before function is held.

INSURANCE REQUIREMENT: The Owner requires certain activities meet minimum insurance requirements. Activities requiring insurance include, but are not limited to, hockey, ringette, ball hockey, and events with alcohol. Please see Appendix A, Item #4.

MUSIC: Will music be part of your event? ___ Yes ___ No **IF YES**, will there be dancing? ___ Yes ___ No

If music is part of your event Lac La Biche County is mandated by Federal Law to collect a licensing & copyright fee on behalf of SOCAN and ReSound. The fee will be dependent on the facility you rent, and these music fees are mailed to the 2 non-profit agencies in Toronto on a quarterly basis. *SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. ReSound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights.*

Your personal information is being collected under the authority of and pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Manager, Legislative Services for Lac La Biche County at 780-623-6806.

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

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

APPENDIX “A” - Lac La Biche County Facility Rental Agreement

This Agreement made the _____ day of _____, 201__.

Between Lac La Biche County **and** _____ **(Name of individual)**
(Herein after referred to as the “Owner”) *(Herein after referred to as the “Renter”)*
 _____ **(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, Party Alcohol Liability insurance (PAL) 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.
6. The Renter agrees to leave the facility in the same condition prior to their event beginning.
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 is 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 any and 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 any and 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 have adult supervision in attendance at all times.
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 fire proof 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 Per: _____

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

To be completed by Lac La Biche County Bold Center staff

Booking Request Form received: ___ in-person ___ email ___ fax Date Received: _____ Staff Initial _____

Facility booking processed by: _____ Permit # _____

Damage Deposit received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX
 Full Damage Deposit refund Yes ___ No ___ Amount _____ Date processed _____ Staff Initial _____
 Partial Damage Deposit refund Yes ___ No ___ Amount _____ Date processed _____ Staff Initial _____
{if partial refund indicate reason(s) below}

25% Down payment received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

Full payment received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

Remainder of O/S balance received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

SOCAN Music License Fee Applicable/Not applicable Amount _____ Date received _____ Staff Initial _____

ReSound Music License Fee Applicable/Not applicable Amount _____ Date received _____ Staff Initial _____

Liquor License received Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Insurance Certificate received Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

User Agreement signed Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Keys/Swipe Cards signed out (if applicable) Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Reason(s) for partial refund returned on Damage Deposit: _____

(Custodial staff name: _____)