

**2024/2025 Rental Costs** \*please factor in set-up and take down into your rental time\*

<b>Upper Hall Facility Rentals max occupancy 220</b>	Rental Period	Gym	Stage
Hourly Rentals	2-8 Hours	\$25/hour	add \$25 to rental cost
Day Rental	9+ Hours	Flat Rate of \$225	Included
<b>Lower Hall Facility Rental max occupancy 170</b>	Rental Period	Hall Area	Use of kitchen for basic wash-up (No use of kitchen supplies, must supply your own)
Hourly Rentals	2 - 8 Hours	\$25/hour	add \$25 to rental cost
Day Rental	9+ Hours	Flat Rate of \$200	Included
<b>Entire Facility Rental</b>	Rental Period		Stage
Hourly Rentals	2-8 Hours	\$50/hour	Add \$25 to rental cost
1 Day	8+ Hours	\$365	Included
2 Days (Monday - Friday)		\$700	Included
Weekend Rental (Fri at 9am - Sun at 9:30am)		\$1,000 (kitchen included)	*Premises must be vacant 2am - 6am as overnight accommodations are not permitted
<b>Kitchen Rental</b>	Rental Period		
Food Prep and use of Kitchen Dishes & Supplies	Flat Rate of \$150/event	* FoodSafe Certificate required	Kitchen must be left clean with dishes and all equipment put in the proper place
<b>Arts Centre (~25 people max)</b>	Rental Period		
FLAT RATE	Flat Rate of \$40/day		

**Not sure how long you need?**

This is the typical time our rentals take, which includes time to set-up, take-down, and clean-up.

Board Meetings or Play-dates	2 - 3 Hours
Child's birthday parties	4 Hours
Potlucks	4 Hours
Adult birthdays or anniversaries with a meal served	6 - 8 Hours
Workshops or Courses	6 Hours
Formal Dances or Awards Dinners	10 - 12 Hours

SHOULD YOU NEED ASSISTANCE FILLING OUT THIS FORM TEXT OR CALL:  
Tashina Demman 403-852-6425 OR Email: [wynndelccbookings@gmail.com](mailto:wynndelccbookings@gmail.com)

## Wynndel Community Centre Rental Form

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Contact Name & Number: \_\_\_\_\_

Rental Date Start and Time: \_\_\_\_\_ at \_\_\_\_\_ AM / PM

Rental Date End and Time: \_\_\_\_\_ at \_\_\_\_\_ AM / PM

Please refer to our rental costs sheet to determine your cost for renting. **Booking is not complete until rental AND damage deposit is received.** The deposit is equal to the rental cost and will be refunded in a timely manner after the exit inspection is completed.

Rental Space: Upstairs (Gym) \_\_\_\_\_ Downstairs \_\_\_\_\_ Stage \_\_\_\_\_ Kitchen \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_

Payable by e-transfer to: [wynndelcctreasurer@gmail.com](mailto:wynndelcctreasurer@gmail.com) or in cash to your booking contact. **If sending by e-transfer, please put in the Note box your event date, your name and if part of the payment is a damage deposit.** You must send confirmation of payment to the booking agent.

*If required, please provide proof of the following prior to your event date:*

Liquor Permit # \_\_\_\_\_

Event Liability Insurance \_\_\_\_\_

Food Safe Certificate & Name of Holder \_\_\_\_\_

Designated SIR Bartender \_\_\_\_\_

Keys are to be returned within 24 hours to rental contact.  
You must drop off or arrange a time to meet.

I, \_\_\_\_\_, have read the terms and conditions and will abide by the rules and regulations contained therein.

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

## REGULATIONS AND RULES

The Renter/User will indemnify and save harmless the Wynndel Community Centre (WCC) and its board or volunteers against any claims or liabilities that may arise from the rental/use or event hosted by the Renter/User. It is important that the Renter/User fully understands their responsibility under this clause and takes all necessary steps to ensure that they are in compliance with the terms of the rental/use agreement. Failure to comply with the terms of this clause could result in legal action being taken against the Renter/User, which could result in significant financial and legal consequences. Therefore, it is important for the Renter/User to carefully review and understand the terms of this clause before entering into any rental/use agreement with the Wynndel Community Centre.

The Renter/User may not re-assign, transfer, nor amend the terms of this agreement without the express written consent of an official of the Board of Directors of the WCC.

### 1. General

- Noise Control Bylaw No. 2440 - Loud noises and music must not be heard outside the building from 10:00 p.m. to 7:00 a.m. on a weekday or Saturday; and from 10:00 p.m. to 10:00 a.m. on a Sunday or holiday.
- Overnight parking of vehicles is only permitted whose drivers are unfit to drive. No camping overnight on the property is permitted.
- WCC is not responsible for vehicles parked on WCC premises or for any items left on site by renters or visitors.
- WCC furniture and assets are for indoor use only. Please do not prop doors open, unattended. This invites vermin to enter the building.
- WCC is a smoke free facility. Receptacles for butts are available outside. It is the responsibility of the renter to remove butts etc from the parking lot.
- Candles or other items with open flames are NOT permitted in the facility.
- Materials that leave a mess (ie glitter, confetti, birdseed, rice, straw, and hay) are not permitted in the hall or on the grounds.
- All exits must remain clear for safe and easy access.
- The renter shall leave the rental area(s) in a clean and tidy condition, including:
  - Replacing all items to location from which they were moved
  - Sweep floors and if necessary, wash spills/sticky spots
  - Wash, dry, and store tables as per diagram in storage locations
  - Ensure washrooms are tidied
  - Place all garbage in dumpster (key will be provided)
  - Lower thermostats to 10 degrees when leaving Hall
  - Ensure all doors are locked securely

- Damage done to the building and/or parking lot by the Renter/User will result in a loss of the damage deposit along with a \$25/hour charge for any labour required, or the cost of a specialist if it so requires, plus the cost of materials.
- You are responsible to clean up after your rental. There are posted checklists at all exits for your convenience. If you do not clean (or clean up improperly), you may forfeit all or part of your damage deposit. You are the reason our rates can be low. Keep our hall clean and tidy, and help us keep maintenance at a minimum.

## 2. Food and Alcohol

The following permits may be required depending on the circumstances and are the responsibility of the renter. Permits must be presented at time of access.

- Food Safe Kitchen person on site **when food is being served to the public**
- Special Occasion Liquor License AND Serve-It-Right bartender when alcohol is being served or sold.
- Event Liability Insurance - If alcohol is being consumed on the property during the rental, the renter must acquire Event Liability Coverage Insurance to the limit of \$2,000,000 (available at any insurance office). The WCC must be named as additional insured in the policy. Proof of Insurance must be presented to a board member with final payment or the event may be cancelled.
- "Food Safe" methods for dishwashing and kitchen clean-up must be followed

## 3. Cancellation Policy - Subject to Booking Agent's discretion

Cancellation Fee - 30 days or more damage deposit will be returned

Within 1-4 weeks, forfeiture of 50% of damage deposit

Within 5 days, forfeiture of entire damage deposit

The WCC reserves the right to cancel the agreement up to 48 hours prior to the day of use/or at any time when a state of emergency is declared by authorities or unsafe environmental conditions exist in the opinion of the WCC Board of Directors. In such an event, Renter agrees that the WCC shall have no responsibility or liability for any disruption or damages or loss that the Renter may suffer or incur due to such a cancellation. The WCC shall attempt to notify Renter as soon as possible if such cancellation occurs. All fees paid will be returned.