



# CITY OF SWIFT CURRENT

## DOC'S TOWN CHURCH RENTAL FORM 2016/2017

**LESSEE:**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ (h)

Event Date/Time: \_\_\_\_\_ (w)

Key Deposit:

\$50.00

Social Event:

Rental (per day) \$177.00

**SET UP REQUIREMENTS**

Total Number of People Attending: \_\_\_\_\_

Decorator's Name: \_\_\_\_\_

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

**Please list any additional requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For decorating purposes: **ONLY WHITE STICKY TAC ADHESIVE/OR SELF ADHESIVE HOOKS** may be used to put up decorations.

\_\_\_\_\_ (please initial)

**\*\* Please note that there is a 90-day cancellation policy in effect. \*\***

Signed: \_\_\_\_\_ Date of Application: \_\_\_\_\_

<b><u>For Office Use Only</u></b>		
Garbage Barrels: _____	Garbage Bags: _____	Brooms/Shovel: _____
Mop/Pail: _____		

**TERMS AND CONDITIONS FOR THE DOC'S TOWN CHURCH FACILITY RENTAL AT KINETIC PARK 2015/2016**

Please read the following terms and conditions for usage as they are set out to ensure that your event is a successful one.

- (1) A refundable \$50.00 Key Deposit must be paid at the time that the keys are picked up for all rentals. The Key Deposit will be refunded to the renter when the keys are returned. Keys are required to be picked up for each rental, as staff is not always scheduled to work after hours or on weekends. It will be the responsibility of each renter to unlock and lock the building during and following their rental. If keys are not returned the cost to replace the keys and rekey the locks, including administration charges, will be taken from the Lessee's damage deposit.
- (2) All renters will be able to decorate the day prior to the event, (if the Doc's Town Church is available) starting at **8:00 am**, by booking the Doc's Town Church for an addition \$169.00. Should the renter choose **NOT** to book and pay another \$169.00 for decorating privilege, they will not have access to the facility until the day of their event.
- (3) The piano and organ that are in the Doc's Town Church are **ONLY FOR DECORATION**. The City of Swift Current asks that these two items not be used during any rentals. Renters may bring in other sources of music for their rental.
- (4) The City of Swift Current's Kinetic Park caterer has exclusive right to all public events to provide concessions for the event. They have 1<sup>st</sup> right of refusal. The definition of a food exhibitor/vendor is: they can only have a booth in the event; they **CAN NOT** use the kitchen. As well, their menu must be approved ahead of time by the Kinetic Park Superintendent or his designate, to make sure that it is not in direct competition with the concession. The definition of a concession is: public function selling product to public. The definition of a caterer is: providing food for a private function, and not charging each individual for the product. All requirements of regulatory agencies including but not limited to Public Health must be adhered to.
- (5) The Lessee shall remove all belongings or associated belongings immediately following the completion of their function and/or booking.**
- (6) The Lessee shall be responsible for leaving the premises in a clean condition. All garbage **MUST** be removed from the building. The garbage **MUST** be placed in the Stockade dumpster. This is located on the West side of the Stockade building. **ABSOLUTELY NO CONFETTI OR RICE (FOR THROWING) IS ALLOWED IN THE FACILITY.**
- (7) The Lessor is not responsible for any articles left in the facilities, kitchen area, or storage rooms.
- (8) The occupancy loads for the banquet facilities are per attached according to the type of function and manner of set up for tables and chairs. **These limits must be adhered to:** Public Health & the Fire Department has established these limits for your safety and comfort.
- (9) All fire regulations must be adhered to as per attached paper.
- (10) Any items attached to walls of the facility must be attached with **TAPE. UNDER NO CIRCUMSTANCES CAN DECORATIONS BE ATTACHED TO THE WALL WITH STAPLES, TACKS, or NAILS** unless approved by the Kinetic Park Superintendent or his designate. **THE USE OF HELIUM BALLOONS IS NOT ALLOWED.**
- (11) The City of Swift Current has a SOCAN TARIFF 21 License for this building. This license covers any copyright music performed in public that is not for a profit. Performances of music during recreational activities and at shows and events, such as exhibitions, fairs, skating rinks, receptions, conventions, assembles, fashion shows, minor hockey, figure skating, roller skating, ice skating, youth figure skating carnivals, amateur rodeos, circuses, ice shows, fitness activities and dance instruction. As well, as entertainment given for the benefit of members of clubs, associations, employees of firms or persons attending a social functions, all constitute "public performances not for profit". If the Lessee is hosting a "public performance" that is held on the sole bases to make a profit (ex: concert), it is then up to the Lessee to obtain the correct SOCAN TARIFF. [www.socan.ca](http://www.socan.ca). The use of copyright material at such functions, in the absence of permission of the copyright owner, constitutes INFRINGEMENT OF COPYRIGHT. Therefore, if the Lessee does not have the correct SOCAN TARIFF, they will liable when the INFRINGEMENT occurs.
- (12) The Lessee shall assume all liability whatsoever as to the event and does hereby agree to indemnify and hold the Lessor harmless from any and all claims, demands, actions or causes of actions of every character growing out of the operation of said event, and it further agrees that the Lessee shall provide full and ample Public Liability and Public Property Damage Insurance to cover the event. The Lessee shall be responsible for any damage done to the premises or equipment belonging to the Lessor during the term of occupancy by the Lessee.

**\*\* Please note: The area you have rented is located in a multi-use facility. There may be other events going on at this venue during the time of your booking.**

The contents contained in the above terms and conditions are hereby agreed to and have been received by the Lessee for the purposes of staging

\_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_.

Lessor: City of Swift Current

Lessee: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

# DOC'S TOWN CHURCH DESCRIPTION



<b>Damage Deposit</b>	<b>per rental</b>	<b>\$100.00</b>
<b>Key Deposit</b>	<b>per rental</b>	<b>\$50.00</b>
<b>Rental</b>	<b>per day</b>	<b>\$177.00</b>

### **Rental Season**

June – end of September

### **Capacity**

- 60 people

### **Additional Comments**

- Decorations must be hung with **TAPE. NO NAILS, STAPLES OR TACKS!**
- No confetti or rice to be used
- 90 days notice needed to cancel weddings/special events
- Doc's Town is open on weekend afternoons (Friday, Saturday & Sunday) from July to the end of September. So they have the Doc's Town Church booked every Sunday afternoon (starting at 1pm) during these months.

## Occupant Capacity Loads

Facility

Maximum Occupant Load

*Doc's Town Church*

60 people

### Notes

\*\* Occupancy loads remain the same when a liquor licence is in use



## Public Assembly Fire Safety Regulations

The following conditions form part of the rental agreement and shall apply to all shows, trade shows, concerts, fairs, circuses, dances, cabarets, banquets, receptions, weddings or other such assembly events which are temporary in nature, involve the cooking of food for sale, or involve hazardous materials or processes.

1. All fire exits, access routes to exit and corridors shall remain free of obstructions at all times.
2. All decorative materials, drapes curtains, interior finishes, table pieces and displays shall be flame resistant in accordance with CAN/ULC –S109, Flame Tests of Flame-Resistant Fabrics and Films.
3. Open flame appliances or devices such as alcohol burners, candles, and torches shall be securely supported in noncombustible containers and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
4. Extension cords shall be in good working order and free of frays and damage. Electrical connections shall be subject to inspection for fire safety.
5. Occupant loads shall be determined in accordance with the National Building Code of Canada and shall be posted where clearly visible to all occupants. Occupant loads will not exceed those posted specific area of the building or for the building as a whole. (See attached Sheet)
6. Combustible waste shall not be allowed to accumulate in or around structures or in or near exits and shall be removed daily.
7. All electrical and heating appliances must be “Listed” and “Labeled” by an approved testing laboratory such as Underwrites Laboratories of Canada (ULC), Canadian Standards Association (CSA) or Canadian Gas Association (CGA) and must be acceptable to the owner of the building.
8. Propane appliances may be used outdoors but must be properly connected and leak tested and located no less that 3 m from any building opening. Propane tanks are not to exceed 45 Kg. Propane tanks will not be allowed indoors. Propane appliances may be allowed to be used indoors but must be fueled from a tank on the exterior of the building via approved fuel lines.



9. All cooking appliances which generate grease laden vapors must have an approved venting system vented to the exterior of the building or be fitted with an approved filter mechanism which removes all grease laden vapors from the air.
10. All deep frying systems must have an automatic suppression system installed. The fire suppression system must bear a label for the UL300 standard and must have been inspected by a licensed installer within 6 months prior to the event.
11. All cooking concessions and display concessions with flammable or combustible liquids must be set up so as to limit public access to hazardous areas of the display and must have a 6 liter Class "K" fire extinguisher.
12. Vehicles and fueled equipment displayed indoors shall have the batteries disconnected, the caps for fuel tanks shall be locked or secured against tampering and fuel shall be limited to the amount required for moving the vehicle or equipment in and out of the structure.
13. The operators of the event shall supply a complete layout of booths, concessions, stages, kiosks, etc. to the fire department for review 7 days prior to the event.
14. All operations are subject to inspection by the Swift Current Fire Department, the Swift Current Building Department, Public Health, Liquor Licensing, and Electrical Inspection Branch prior to and throughout the event.
15. Fire lanes around the exterior of facilities shall be maintained in such a manner as to allow fire department vehicles access to all areas of the building.



16. Indoor fireworks and pyrotechnics displays will NOT be allowed in buildings in the City.