



# CITY OF SWIFT CURRENT

## DOC'S TOWN CHURCH RENTAL FORM 2018/2019

**LESSEE:**

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

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

\_\_\_\_\_

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

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

Key Deposit:

\$50.00

Social Event:

Rental (per day) \$186.00

**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: _____		

# 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>\$186.00</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.

**TERMS AND CONDITIONS FOR THE DOC'S TOWN CHURCH FACILITY RENTAL AT KINETIC PARK 2018/2019**

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

- (1) In all cases, a refundable \$100.00 damage deposit must be paid at the time of booking the Doc's Town Church. The \$100.00 deposit will be fully refunded if the booking is cancelled 90 days prior to the event date. The balance from the established rental rate at the time of the booking must be paid in full PRIOR to the event. The keys to the rented facility will be issued upon the Lessor receiving payment of the outstanding balance. If the facility staff determines that the facility has not been left in a clean and orderly state, or there is damage to the facility, the Lessee will not be refunded their damage deposit (\$100.00).
- (2) 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.
- (3) 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 \$186.00. Should the renter choose **NOT** to book and pay another \$186.00 for decorating privilege, they will not have access to the facility until the day of their event.
- (4) 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.
- (5) 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.
- (6) **The Lessee shall remove all belongings or associated belongings immediately following the completion of their function and/or booking.**
- (7) 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.**
- (8) The Lessor is not responsible for any articles left in the facilities, kitchen area, or storage rooms.
- (9) 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.
- (10) All fire regulations must be adhered to as per attached paper.
- (11) 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.**
- (12) 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.
- (13) 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

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

\_\_\_\_\_  
Signature

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