



**Safe Communities Facility Rental Contract**

**Facility Requested:**  Main Facility  Board Room  Barn

**Date of Event:** \_\_\_\_\_

**Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Nature of Function:** \_\_\_\_\_

**Name of Person or Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**The undersigned, in consideration of renting the premises, does hereby acknowledge and agree to the following:**

- The lessee shall be the person in charge at all times and shall keep control of the function, adhering to the policies of Grande Prairie & Area Safe Communities for rental of facility.
- The lessee is responsible for removal of all debris and clean up after event (includes kitchen, tables, chairs, etc.) so that the facility appears as it did prior to event.



- The lessee is responsible for any food or beverages required for their event, any leftovers must be disposed of; failure to remove garbage or clean up facility will result in an additional cleaning fee up to **\$50/hour**, minimum of one hour.
- The lessee is responsible for any damages or cost to repair the premises or equipment during occupancy, damages will result in an additional fee of **\$150** per occurrence.
- No alcohol is permitted in the facility or on the property, at any point.
- No smoking is permitted in the facility; smokers must use designated smoking area on chain link fence on the East side of building.
- Lessee is responsible to educate attendees around emergency/evacuation procedures and muster points, as attached.
- Lessee must arrange for keys and/or codes if event is outside of office hours. If asked to come out after office hours a **\$50** fee will occur.
- Lessee is aware that other companies rental offices and may be in and out during lessee's rental.
- Lessees shall abide by the fire code occupancy load at all times.
- A **\$50** additional fee for any group(s) utilizing the facility before 8am and/or after 10pm.
- A minimum of 2 weeks notice is required to cancel a booking. Cancellations occurring less than 2 weeks before the rental date will be charged a **\$50** cancellation fee.
- A **\$200** security deposit is required for all private functions.
- There will be a **\$75** fee per call for alarm activations. Emergency after hours contact: Donna at 780 882-2651.

**Rental Rate:** \$ \_\_\_\_\_ per hour

\_\_\_\_\_  
 Signature of Lessee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Safe Communities Admin

\_\_\_\_\_  
 Date



10318 92 Street  
 Grande Prairie, AB T8V 5K9  
 Phone: 780 402 2818  
 admin@gpsafecommunities.com  
 www.gpsafecommunities.com



**OFFICE USE ONLY**

<b>Given</b>	<b>Number</b>	<b>Manager Initial</b>	<b>Lessee Initial</b>
Main Security Code			
Garage Door Code			
Main Key #			
Gate Key #			

Extra Charges: \$ \_\_\_\_\_ Rental Cost: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Invoice: # \_\_\_\_\_ Deposit \_\_\_\_\_

Paid In full Yes No      Keys Returned Yes No