

FACILITY RENTAL APPLICATION

Application date: _____ Date of event: _____

Facility Requested: _____

Contact Name: _____

Phone: _____ Email: _____

Group and /or association renting: _____

Mailing Address: _____

Start Time: _____ End Time: _____

Rehearsal Time Required? _____ If Yes, when? _____

Sound-A/V Technician Support Required? _____

Fee: _____ Number of People Expected: _____

Description of the Event: _____

Is this a fundraising event? _____

Is this event catered? _____ If Yes, caterer name: _____

Affiliation with Albert College: (ie: history with AC, previous bookings, community group): _____

Is there an Albert College staff member associated with your event? If yes, who? _____

TERMS AND CONDITIONS

The following facility rental policies and procedures apply to all events held at Albert College. However, the terms and conditions of each rental contract may vary, and the specifics defined by your Facility Rental Agreement supercede all other statements. All queries regarding rentals shall be directed through Reception.

Cancellation Policy

In the case of cancellation of an event(s), an assessment based on advance written notice will be charged by Albert College as per the schedule below:

0 – 30 days	100 % of rental fee
31 -90 days	100% of deposit

Catering & Alcoholic Beverages

Food and beverages may be brought onto the Albert College property. All caterers must be approved by the Albert College Food Services Manager prior to the events approval. All caterers must provide proof of exceptional food handling skills which may include references from a reputable chef and/or appropriate documentation with respect to food handling services. Only caterers that have met the standards set forth by the College are eligible to cater an event. There are no exceptions. The College will provide facilities for the heating, cooling and preparation space for presentation of food only. We are unable to accommodate any other type of food preparation. All Ontario Alcohol & Gaming Commission laws and regulations must be followed while on the premises. Facility renters are responsible for securing and payment of a liquor license, as well as all alcohol, mix, glasses and qualified serving staff. Renters shall supply all dishes, cutlery, table linens including napkins, candles and glassware.

Clean Up

Renters shall clean up immediately after each event. Items may not be stored overnight without prior consent of the Albert College Maintenance staff.

Decorations

Glitter, confetti, flower petals, streamers, potpourri, seeds, sparklers, and helium balloons are prohibited from use in any of the College's buildings. The use of tape, staples, nails, tacks, glue and similar damaging items are prohibited from use for securing decorations to surfaces. The use of candles and luminaries must be in pre-approved containers, and be approved by the Albert College booking office prior to the event.

Financial Obligations

Ackerman Hall: A deposit of \$250 is required at the time of approval of your booking. The remainder of the rental fee is due 10 days prior to the event. A final billing including hourly charges will be forwarded at the completion of the event and will require payment within 30 days.

Great Hall: A deposit of \$250 is required at the time of approval of your booking. The remainder of the rental fee is due 10 days prior to the event. A final billing including hourly charges will be forwarded at the completion of the event and will require payment within 30 days.

Chapel: A deposit of \$250 is required at the time of approval of your booking. The remainder of the rental fee is due 10 days prior to the event. A final billing including hourly charges will be forwarded at the completion of the event and will require payment within 30 days.

Classroom, Gymnasium, Fields and Photographs: One time user groups are required to pay in advance for each hour they have booked. Weekly user groups will be invoiced one month in advance for all planned use.

Indemnification

Renter agrees to indemnify Albert College, its officers, directors and employees, from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event and incurs and assumes all responsibility for all actions, losses. Damages, claims or liability caused by not adhering to the Albert College rules, policies and guidelines (as established in the facility rental agreement) will be invoiced to renting party. Upon request, renter further agrees to provide a certificate of General Liability Insurance no later than 30 days before the event with the College listed as an additional insured with bodily injury and property damage in the amount of \$2,000,000.

Manager on Duty

All evening and weekend events are required to have at least one person on duty for the entire time of set-up through clean up of the renter's event. The charge for the duty person is \$20 per hour. When an event involves Ackerman Hall, two people are required to be on duty. The additional staff member will also cost \$20 per hour for the duration of the event including set-up and clean-up. Week day evening gymnasium rentals are exempt from this fee.

Occupancy Restrictions

During any events held in the Chapel, renters will have access to the Chapel and Chapel bathroom. Access is not permitted beyond the Chapel or into the upper wing classrooms. All entry to the building will be through the main entrance of the school. The Chapel has an occupancy restriction of 200 people. Access to the Chapel balcony (75 occupancy) may be permitted at the discretion of the College.

During any events held in the gymnasium, renters will have access to the water fountain and the visitor's washroom only. All other areas are out of bounds. Other Change rooms may be opened at the discretion of the College.

During any events held in Ackerman Hall, renters will have access to the hall, as well as the kitchen (if catered event) and washrooms accommodating both genders. There is an occupancy restriction of 250 people.

During any events held in the Great Hall, renters will have access to the hall, as well as the kitchen (if catered event), washrooms accommodating both genders. There is an occupancy restriction of 200 people.

Restrictions

Smoking is strictly prohibited on all of the College property. It is recommended that the renters inform event guests of this policy in any invitation to the event. Any open flame, other than the use of pre-approved candles and luminaries is strictly prohibited. Also prohibited are pyrotechnics, firearms or weapons of any kind. The use of tents is prohibited at all times on the College's grounds.

Parking

Parking is permitted in all lined designated parking spots. Parking is permitted on College roadways after normal business hours. However, fire lanes on the building side of the road way must be maintained at all times. You are subject to removal at your own cost should you be parked in a fire lane. Parking in green areas is not allowed.

Waivers

All people using the gymnasium will be required to sign a waiver form as specified by Albert College prior to use of the gymnasium. The group organizer will be responsible for distribution as well as collection. Completed waivers will be returned to Reception prior to use of the facilities.

Host

It is preferred that all events have an Albert Host. This will be determined at the discretion of the College on a case by case basis.

FACILITIES USE WAIVER

Please fill in the information requested below:

Player's First Name: _____ Player's Last Name: _____

Player's Address: _____

Player's Phone Number: _____ Player's Email: _____

Emergency Contact

Name(s): _____

Address: _____

Home Phone: _____ Business Phone: _____

Unless I advise you otherwise in advance in writing, I approve of my participation in this activity, acknowledged that such participation involves risks and hazards incidental thereto, all of which are expressly assumed, and do hereby waive, release and absolve and agree to indemnify and save harmless Albert College and its Directors and employees of and from any and all liability arising therefrom, except such as a consequence of its or their willful neglect or default. It is understood and agreed that Albert College is entitled to require the withdrawal of my participation at any time if it is determined that no other sanction is appropriate in the circumstances of inappropriate conduct or disrespect towards staff and students.

Signature of User

Date



160 Dundas Street West
Belleville, Ontario, Canada

T: 613-968-5726 | F: 613-968-9651
reception@albertcollege.ca | albertcollege.ca