



TOWN POLICY

POLICY NUMBER: 7202

REFERENCE:
Council 108.02.99

ADOPTED BY:
Town Council
1 September 1996
3 February 1999

PREPARED BY: Community Services

DATE: 1 September 1996

TITLE: Family Centre Community Room, Kitchen & Bar Rental Policy

PAGE 1 OF 18

Policy Statement

The Town of Strathmore will provide guidelines by which the Community Room, Kitchen & Bar at the Strathmore Family Centre can be rented for private use by an organization or individual.

1. **Definitions**

- 1.1. Council means the Council of the Town of Strathmore, in the Province of Alberta.
- 1.2. Kitchen means the upper kitchen area at the Strathmore Family Centre.
- 1.3. Non-Peak Season shall refer to the operating season from May 1st to August 31st each year.
- 1.4. Peak Season shall refer to the operating season from September 1st to April 30th each year.
- 1.5. Renter means an individual or organization who is willing to pay the set rent for the Community Room, and/or Kitchen and Bar.

2. **Responsibility**

2.1 Scheduling Coordinator

2.1.1. To coordinate and oversee all procedures related to the Community Room, Kitchen & Bar Rental Agreement as outlined in Appendix B, C, D, and E.

2.1.2. To collect the rental fees and damage deposit, as outlined in the Kitchen & Bar Rental Agreements and Community Room Rental Agreements.

2.2 Family Center Food & Beverage Supervisor

2.2.1. To recommend any changes or amendments to the Family Centre Kitchen & Bar Rental Policy.

2.2.2. To coordinate & oversee all procedures related to the Catering Contract as outlined in Appendix.

2.2.3. To collect the catering deposit, as outlined in Appendix, Catering Contract.

2.2.4. To ensure the kitchen is in a clean & orderly state prior to rental period and after rental period.

2.2.5 To meet (or have his/her designate) with the renter, to complete the Control Sheet prior to rental and after rental.

2.3 Town Manager and Manager of Recreation & Cultural Facilities

2.3.1. To review and approve the conditions of the Kitchen and Bar Rental Agreement of the Family Centre Community Room, Kitchen & Bar Rental Policy.

2.3.2. To recommend any revisions to the Family Centre Community Room, Kitchen & Bar Rental Policy.

2.4 Renters

2.4.1. To comply with the conditions outlined in the Community Room, Kitchen & Bar Rental Agreement and Catering Contract.

3. **Service Provided**

3.1. The Town of Strathmore will rent the kitchen and bar facility at the Strathmore Family Centre during the non-peak season from May 1st to August 31st.

3.2. During the peak season (September 1st to April 30th) all food and beverage facilities shall be operated by the Town of Strathmore. No food is allowed to be brought into the Family Center from outside businesses.

3.3. There will be no rentals of the kitchen and bar facilities during the peak season.

3.4. There will be no return of profits or suspension of the Towns liquor license authorized during peak season.

3.5. If the renter is the same individual renting the Community Room, Kitchen and Bar, only one damage deposit is required to be paid.

3.6. The Kitchen and Bar may be rented in conjunction with the Community Room or separately, only during the non-peak season.

3.7. All deposits for the rentals of the Community Room, Kitchen and Bar must be paid 30 days prior to date of rental.

3.8. Refunds for cancellation 10 working days prior to the rental date will result in a \$50.00 non-refundable deposit. Refunds for cancellation of 11 days or more prior to the rental date will result in a full refund.

4. **End of Policy**

**FAMILY CENTRE BAR, KITCHEN
& COMMUNITY ROOM RENTAL FEES**

APPENDIX

COMMUNITY ROOM	\$ 35/hr.	
	\$250/day	Damage Deposit \$250/Rental
Overhead Projector	\$ 25/day	
Flip Chart Paper	\$ 10/day	
Non profit rate	\$180/day	Damage Deposit \$180/Rental
COMMUNITY ROOM WITH BAR & KITCHEN (Non-Peak Season Only)	\$350/day	Damage Deposit \$350/Rental
BAR & KITCHEN (Non-Peak Season Only)	\$100/day	Damage Deposit \$100/Rental
	\$ 14/hour	

- A weekend ice tournament over 20 hours results in a discount of \$125.00 for the Community Room.
- A weekend ice tournament over 40 hours results in a discount of \$250.00 for the Community Room.
- The Community Room will not be rented out during a weekend tournament of 20 hours or more.

**STRATHMORE FAMILY CENTRE
KITCHEN & BAR RENTAL AGREEMENT**

APPENDIX

This agreement made the _____ day of _____, 19
_____ is between:

**THE TOWN OF STRATHMORE
680 Westchester Road
Strathmore, Alberta
T1P 1J1
(herein after called the Town)**

AND

Name of Renter

Mailing Address

1) Contact Person _____
Phone Number _____
2) Contact Person _____
Phone Number _____

(hereinafter called the Renter)

The Renter Agrees

- 1. To meet with the Family Centre Food & Beverage Supervisor (or his/her designate) to view the facility and contents prior to rental date.
- 2. To sign a form indicating inventory counts, condition of kitchen, and clear instructions on how to operate the equipment.
- 3. To use all equipment with care and attention.

4. To pay for all damaged or loss of inventory, at the replacement cost listed in Appendix .
5. To leave the facility in the same orderly and clean fashion as it was when signing the Control Form prior to rental. This includes the Community Room, both Public Washrooms, Foyer and the Kitchen.
6. Empty and take out all the garbage and deposit it in dumpster behind the Family Centre.
7. To make arrangements for any extra set-up and clean-up times through the Family Centre Food & Beverage Supervisor or the Family Centre Scheduling Coordinator or his/her designate.
8. If there is not an Operator on duty, contact _____ at _____ in the case of an emergency.

The Town Agrees

1. To have the Family Centre Food & Beverage Supervisor or his/her designate act on the Town/Es behalf.
2. To have the Kitchen, Bar and Community Room area in a clean and orderly condition prior to the rental.
3. To have the facility ready for inspection of inventory count, condition of Kitchen and directions on how to operate the equipment on _____ at _____.
4. To provide verbal notice to one of the contact persons should the facility not be available as per booking (due to unforeseen circumstances).
5. To provide specified equipment, inventory, and supplies as listed in Appendix plus all garbage bags and cleaning supplies, excluding towels and dish cloths.
6. To meet with the renter on _____ at _____ to inspect the facility after clean-up has been completed, and to complete Control Form and initiate the process for the Damage Deposit to be returned.
7. There is no access to the ice machine. Special arrangements can be made for ice, please indicate if ice is required _____ yes _____ no. If ice is required it will be bagged for your use.

DATED THIS _____ day of _____, 19 _____.

RENTER 1) _____
Signature

Print Name

RENTER 2) _____
Signature

Print Name

TOWN OF STRATHMORE

NAME OF FUNCTION:

**STRATHMORE FAMILY CENTRE
KITCHEN/BAR RENTAL
CONTROL SHEET
APPENDIX 6C**

FOR RENTAL OF: _____

**1) COMMUNITY ROOM INCLUDING
KITCHEN & BAR**

- _____ - \$350/day
- _____ - \$35/hour
- _____ - \$350 Damage Deposit

2) BAR & KITCHEN ONLY

- _____ - \$100/day
- _____ - \$14/hour
- _____ - \$100 Damage Deposit

DATE OF RENTAL: _____

RENTER: _____

1. KITCHEN & BAR INSPECTION

BEFORE:

AFTER:

- | | |
|--------------------------|--------------------------|
| _____ Counters | _____ Counters |
| _____ Coolers | _____ Coolers |
| _____ Grills | _____ Grills |
| _____ Ovens | _____ Ovens |
| _____ Deep Fryer | _____ Deep Fryer |
| _____ Floor | _____ Floor |
| _____ Garbage Containers | _____ Garbage Containers |

2. OPERATING & CLEANING PROCEDURES FOR EQUIPMENT

- _____ Stove - Oven & pilot lights for burners
- _____ Grill
- _____ Deep Fryer
- _____ Dishwasher
- _____ Meat Slicer

**STRATHMORE FAMILY CENTRE
KITCHEN & BAR RENTAL AGREEMENT
INVENTORY LIST**

APPENDIX δCö

ITEM	REQUESTED SETTINGS	PRIOR TO RENTAL COUNT	POST RENTAL COUNT	COST TO REPLACE	NUMBER MISSING	AMOUNT OWING
<u>DISHES</u>						
10ö Dinner Plates				\$6.22 each		
8ö Salad Plates						
6 1/2ö Side Plates				\$3.33 each		
Fruit Nappies				\$2.95 each		
Saucers				\$2.41 each		
Cups				\$1.16 each		
Soup Bowls						
Mugs - Rego brown				\$1.00 each		
Tea Pots						
<u>BAR</u>						
Highball Glasses				\$1.90 each		
Wine Glasses				\$1.90 each		
Pitchers						
Ashtrays						

ITEM	REQUESTED SETTINGS	PRIOR TO RENTAL COUNT	POST RENTAL COUNT	COST TO REPLACE	NUMBER MISSING	AMOUNT OWING
<u>FLATWARE</u>						
Knives				\$2.48 each		
Forks				\$1.66 each		
Salad Forks						
Teaspoons				\$1.16 each		
Tablespoons				\$1.66 each		
<u>OTHER</u>						
Salt & Pepper Shakers						
Meat Slicer						
Liquor Dispenser						
Steam Table						
- Warmer						
- Warmer						
- Warmer						
- Warmer						
Coffee Urns						
- 100 Cup						
- 75 Cub						
Heat Lamp & Trays						

ITEM	REQUESTED SETTINGS	PRIOR TO RENTAL COUNT	POST RENTAL COUNT	COST TO REPLACE	NUMBER MISSING	AMOUNT OWING
Serving Trays						
Food Carts						
Bus Pans						
Coffee Warmers						
Toasters						
<u>COOKING POTS</u>						
Roasters						
Soup Pots & Lids						
Sauce Pots						
Salad Bowls						
Inserts						
Insert Lids						
Large Baking Sheets						
<u>COOKING UTENSILS</u>						
Potato Masher						
Strainer						
Serving Spoons						
Cooking Forks						
Tongs						
Whisks						
Ladles						

ITEM	REQUESTED SETTINGS	PRIOR TO RENTAL COUNT	POST RENTAL COUNT	COST TO REPLACE	NUMBER MISSING	AMOUNT OWING
Grill Scraper						
Grill Flipper						
Spatula						

Amount Owing \$ _____
 Plus GST 7% \$ _____
 Plus 5% Handling Charge \$ _____
 \$ _____

TOTAL AMOUNT OWING \$ _____

PRIOR TO RENTAL

It is agreed that the amounts listed above are correct, the directions on operating the equipment are satisfactory and the facility is in a clean and orderly condition.

RENTER

TOWN OF STRATHMORE

AFTER RENTAL

It is agreed that the amounts listed above are correct, the directions on operating the equipment were satisfactory and the facility is in a clean and orderly condition.

RENTER

TOWN OF STRATHMORE

Dated

**APPENDIX
STRATHMORE FAMILY CENTER
COMMUNITY ROOM AND MEETING ROOM RENTAL
AGREEMENT**

FOR RENTAL OF: _____ COMMUNITY ROOM COMMUNITY ROOM
(Registered Non Profit
Organization)
_____ \$250/day _____ \$20/hour
_____ \$ 35/hour
_____ \$250 Damage Deposit

_____ GOLD MEETING ROOM (Non-Profit) _____ BLUE MEETING ROOM (Non-
Profit)
_____ \$58/day _____ \$58/day
_____ \$ 6/hour _____ \$ 6/hour

_____ GOLD MEETING ROOM _____ BLUE MEETING ROOM
_____ \$120/day _____ \$100/day
_____ \$ 15/hour _____ \$ 12.50/hour

Date of Rental: _____ Time (In) _____ a.m./p.m. (Out) _____ a.m./p.m.

Booking For: _____

Address:

Contact: _____ Phone (Home) _____ (Work) _____

Function Name: _____ Rental Cost: _____

Security Deposit \$ _____ Date Deposit Returned: _____

Overhead Projector Required ____ Yes ____ No Rental Cost: _____

Flip Chart Paper Required ____ Yes ____ No Rental Cost: _____

RENTAL CONDITIONS

The Deposit confirms your booking and will be returned, minus any deductions for damages, within 30 days from the rental or after all repairs caused during the rental have been completed, whichever is the latter. If there is a charge above and beyond the damage deposit an invoice will be mailed. In addition, the following rules and regulations are to be followed prior to any deposit returns.

1. Chairs are to be left in a clean condition and neatly placed around the tables. Any chairs removed from the storage room are to be replaced.
2. All tables you use are to be wiped clean and returned to the original set up.
3. The Town will vacuum and clean the floors after your function, but any excess spills and garbage shall be removed by the renter. Mops, brooms, etc. have been left in the kitchen for your convenience.
4. All garbage, bottles and decorations must be removed from the building and placed in the dumpster behind the building.
5. The use of confetti or confetti type materials will not be permitted in the building.
6. All dishes, and ashtrays, etc. must be washed clean and returned to the Kitchen.
7. All functions must be cleared out of the building by the agreed time specified above or by 2:00 a.m. If the renters function is not vacated by 2:00 a.m., a \$50.00 per hour fee will be deducted from the deposit.
8. The Town will clean up after the event for a Cleaning Charge of \$200.00 over and above the rental costs. Do you want this service _____ yes or _____ no. If the function is not cleared out by 2:00 a.m. and you agreed to have the Town clean up, a \$50.00 per hour fee will be deducted from the deposit. This additional fee is over and above the Cleaning Charge. Do you understand the additional fee that may be incurred if your function is not out of the building by 2:00 a.m. _____yes _____ no.
9. Refunds for cancellation 10 days prior to the rental date will result in a \$50.00 non-refundable deposit. Refunds for cancellation of 11 days or more prior to the rental date will result in a full refund.

Should you have any problems during your function, please contact _____.

Renter Name signed Renters Name printed Date: _____

Town of Strathmore Printed Date: _____
Signed

**APPENDIX
STRATHMORE FAMILY CENTER
CATERING CONTRACT
TERMS AND CONDITIONS**

All reservations and commitments are made subject to the following terms:

1. The CUSTOMER must advise the TOWN OF STRATHMORE how many guests will be attending the function (the guaranteed number). This guaranteed number must be provided no later than noon, three (3) days prior to the function.
2. Upon request, the TOWN OF STRATHMORE will set up for 5% above the guaranteed number. The CUSTOMER agrees to pay for the greater of either the guaranteed number of guests or for the actual number in attendance. Where the number of guests is greater than the guaranteed number, the TOWN OF STRATHMORE will use all reasonable efforts to provide the same menu and service to the additional guests.
3. Not later than noon, 14 days prior to the function, 75% of the projected cost of the function must be put on deposit with the TOWN OF STRATHMORE.
4. The deposit taken at the time of the booking and subsequent payments on account are not refundable.
5. All alcoholic beverage services must comply with Provincial Legislation regulations.
6. The TOWN OF STRATHMORE will not be responsible for damage to or loss of any articles left by CUSTOMER or CUSTOMERÆS guests in the facility prior to, during, or following any function.
7. The performance of this agreement is contingent upon the ability of the TOWN OF STRATHMORE to complete the same, and is subject to acts of God, labour troubles, accidents, government restrictions, transportation of foods, beverages or supplies and other causes beyond control of the TOWN OF STRATHMORE preventing or interfering with performance whether enumerated herein or not. In no circumstances shall the TOWN OF STRATHMORE be liable for loss of profit or for other similar consequential damages, whether based on breach of contract, warranty or otherwise.

Guaranteed Number _____ Requested 5% above guaranteed number
Yes/No

Agreed Price per Plate \$ _____

Agreed Menu of:

_____, _____, _____
_____, _____, _____, _____

Dated: _____

Customer Signature Customer Printed Name

Dated: _____

Towns Signature Towns printed name

Name of Function: _____

Date of Function: _____

Please read, sign and date this contract and return to the Family Center Food and Beverage Supervisor 14 days prior to the function.

**Town of Strathmore Family Centre
Appendix**

Function Date:	Facility:
Licensee:	No. of Guests
Address:	Start: Finish:
City, Province/Code:	Bar Service Times:
Phone #: (Wk) (Hm.)	Meal Service Times:
Contact Name:	Speeches: Dance:
Date:	Other:
Type of Service:	
Meal Price/Person:	Cash Bar <input type="checkbox"/>
Gratuity Food/Beverage:	
Menu:	Premium Brands: <input type="checkbox"/> Regular Brands <input type="checkbox"/>
	Prices: Liq.: Wine: Beer:
	Liqueurs: Soft Drinks:
	Wine: @ /bottle
	Details:
	Bartender:
	Estimated Beverage Cost:
	Decorations:
	Table Centers:
	Linen (Colour):
	Napkin (Colour):
	Other:
Facility Setup:	
Tables: # of Settings:	
Head Table (#):	
Gift Table: Cake Table:	
Estimated Meal Cost:	Register Table:
Other Function Details:	Estimated Total Cost:
	Confirmation Deposit:
	75% Deposit:
	Tax:
	Total (Estimate):