



Upper Skeena Recreation Center

Facility Rental Request Form

2755 Hwy 62, Hazelton BC, V0J 1Y1
usrc2020@recreationexcellence.com

BILLING INFORMATION:

Information below is used to create the invoice for the booking(s)

Applicant's name(s): _____

Organization/Company: _____

Business Phone #: _____

Personal Phone #: _____

Address: _____

City/Town: _____

Postal/Zip Code: _____

E-mail Address: _____

Alternate E-mail Address: _____

FACILITY REQUEST DETAILS:

Event Title: _____

Number of Attendees: _____

Start Date: _____

End Date: _____

Start Time: _____ End Time: _____

If you are requesting more than one date, please write all dates and times on next page.



ADDITIONAL DATES & TIMES:

START DATE:	END DATE:	START TIME:	END TIME:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

<p>FREQUENCY:</p> <p><i>Check one</i></p> <p><input type="checkbox"/> ONE TIME <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY</p>	<p>DAY(S) OF WEEK:</p> <p><i>Check all that apply</i></p> <p><input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY</p>	<p>FACILITY TYPE:</p> <p><i>Check all that apply</i></p> <p><input type="checkbox"/> ICE RINK <input type="checkbox"/> CONFERENCE ROOM <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> DRY FLOOR <input type="checkbox"/> FITNESS CENTER <input type="checkbox"/> DRESSING ROOM <input type="checkbox"/> WHOLE FACILITY</p>	<p>TYPE OF BOOKING:</p> <p><i>Check all that apply</i></p> <p><input type="checkbox"/> MEETING <input type="checkbox"/> BIRTHDAY <input type="checkbox"/> COURSE <input type="checkbox"/> WEDDING <input type="checkbox"/> DINNER PARTY <input type="checkbox"/> OTHER:</p>
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OPTIONAL SERVICE FEES

<p>SET UP/TAKE DOWN</p> <p><i>(Tables, chairs, floor mats)</i></p>	<p>\$50.00</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>CLEANING FEE</p> <p><i>(For when the booking ends)</i></p>	<p>\$50.00</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

If you wish to not add these services onto your invoice, you and your team will need to make time within your booked times to perform these yourselves.



FACILITY RENTAL AGREEMENT – UPPER SKEENA RECREATION CENTRE

THIS DOCUMENT IMPACTS LEGAL RIGHTS. PLEASE READ IT CAREFULLY. SEEK WHATEVER LEGAL ADVICE YOU CONSIDER NECESSARY.

Location and Charges:

The Renter shall pay all charges for use of the Facility in advance, or as otherwise arranged in writing, and may use only the Facility and equipment specified on the date and time indicated by this Agreement for purposes specified. **Until the rental payment is received in full, the reservation is considered tentative.** If it is determined that the Facility is being used improperly or for an alternate use the Facility Provider has the right to immediately terminate this Agreement with no refund.

Cancellation Policy:

Unless otherwise agreed in writing by both parties in this agreement, the Renter will not be entitled to a refund if all or part of the rental is cancelled less than 30 days prior to the rental date. All cancellations are subject to a 10% administration fee.

Multiple Uses of the Same or Another Facility:

If this Agreement is intended for the use of multiple Facilities or multiple uses of the same Facility, or for the seasonal use of either the same or multiple Facilities, the Renter agrees that the terms and conditions of this Agreement shall apply to each use of a Facility by the Renter.

Fire Exits and Capacity Limits:

The Renter agrees it will not obstruct any fire exit or exceed the seating capacity or occupancy of the Facility.

Legal Liability and Waiver of Claims

Prior to use, **the Renter** agrees to make a reasonable inspection of the Facility to ensure that it is suitable for the purposes intended and **assumes all risks of loss and legal liability.** It is **expressly acknowledged that the Facility Provider shall not be liable to the Renter, or any of the Renter's guests or participants** for any loss or damage to property or for any personal or bodily injury or death. **It is the responsibility of the Renter to explain the lack of liability on the part of the Facility Provider to its guests or participants. The Renter specifically waives any legal action, or legal claim for contribution and/or indemnity, it may have against the Facility Provider.**

Indemnity and Hold Harmless:

The Renter agrees to release indemnify and hold the Facility Provider harmless from all costs, losses, damages, liabilities, and expenses that may be suffered by the Facility Provider which arise from any actions or inactions on the part of the Facility provider, or which arise in any manner out of the Renter's use and occupation of the Facility.

Liability Insurance:

The Renter shall obtain and always maintain during its occupation of the Facility General Liability Insurance with limits of not less than \$2,000,000.00 per occurrence, with the RDKS and Canadian Recreation Excellence (Upper Skeena) Corporation named as additional insureds. For some events, the Facility Provider may require Liability Insurance with higher limits and/or specific coverage extensions.

Facility Damage:

The Renter shall promptly reimburse the Facility Provider the cost of repairs for any damage to the Facility arising from the use of the Facility by the Renter.

Storage:

If the Renter is permitted to keep, leave, or store any property (including cash) at the Facility, the Facility Provider shall not be liable for loss or damage to any such property. This includes any property belonging to the guests of the Renter or those for whom the Renter is legally responsible.

Not Transferable:

The rights under this Agreement may not be assigned or transferred to any other party.

Service of Alcohol:

If the Renter is permitted to dispense alcohol, the Renter agrees that it shall provide evidence that it has a valid permit and license, and that its Liability Insurance policy is endorsed to include liability for both the service of alcohol and forcible ejection. The Renter agrees that it will stop dispensing alcohol at any time on the instruction of the Facility Provider but in any event not less than one hour prior to the finishing time stated elsewhere on this Agreement.

Service of Food:

If the Renter is permitted to serve food, it shall be responsible to obtain any permit or authorization that may be required from the Medical Health Officer for the Region.

Incorporation of Renter:

The undersigned represents that where the Renter is a group, team, or league, that it is registered and incorporated as a legal entity and that they are authorized to execute this Agreement on behalf of the Renter. If the Renter is not a legal entity or if it is determined that the undersigned has no authority to bind the Renter into this Agreement, then this shall be a personal contract between the undersigned and the Facility Provider.

By signing this Agreement, you acknowledge and agree that you have read, understood, and are bound by this Agreement; that you have executed this Agreement on behalf of the Renter; and that you are authorized to bind the Renter to this Agreement.

Print Name: _____ **Signature:** _____



Please draw us a detailed lay out for tables and chairs if you have paid for the set up/take down optional service fee for this booking(s). Rectangular and round tables available.





IMPORTANT:

We are firm on start time and end time for every booking as we run a very busy schedule throughout the whole facility with multiple different booking parties. We ask that you please be respectful to our schedule and to stay within your designated start time and end time, and to make sure you plan to decorate/set up/clean up within your booked time(s).

INITIALS: _____

I have read the entire RENTAL REQUEST FORM package and understand the full package and agreement of renting the facility at Upper Skeena Recreation Centre.

INITIALS: _____

I have taken the time to go through the full package and fill out all information that is needed to book at Upper Skeena Recreation Centre.

INITIALS: _____

FOR OFFICE USE ONLY	
INVOICE NUMBER:	
DATE CREATED:	
APPROVED BY:	
CHEQUE NUMBER:	

