



# Town of Lacombe

## Lacombe Memorial Centre Deposit and Payment Policy

Policy #: 72/225.01 (09)PO

Adopted: June 15, 2009

Res. # 09-177

The Town of Lacombe will be responsible for ensuring that the operation and maintenance of the Lacombe Memorial Centre (LMC) is beneficial to the patrons and the community as a whole.

### **PURPOSE**

These proposed policies and procedures will serve as a tool for communication with the lessee and serve to protect the patrons and the facility itself during functions.

### ***Regulations and Responsibilities***

#### **RENTALS**

- 1.1 All rentals shall be in accordance with the Lacombe Memorial Centre rental agreement and LMC Rental Information and regulations.
- 1.2 All banquets, weddings, conferences and other special event rental payments, damage deposits and signed rental agreements must be received by the LMC administrative staff at least 3 months in advance of the date booked. All details regarding space and equipment rental must be decided at this time. Failure to comply could result in the loss of the date booked. Exceptions must be cleared prior to this date with the LMC Manager.  
  
All meeting and meeting room booking rental payments, damage deposits and signed rental agreements must be received by the LMC administrative staff at least 1 month prior to the date booked. Exceptions, including invoicing, must be cleared prior to the booking with the LMC Manager. Failure to comply could result in the loss of the date booked.
- 1.3 Special rental arrangements must be passed by a resolution of Council.
- 1.4 Bookings are made on a per function, per day (starting at 8:00 a.m. and ending at 3:00 a.m.) basis.
- 1.5 Advance bookings for the LMC are limited to a maximum of two years from the current date.
- 1.6 The written information contained on the signed rental agreement will be binding in the event of any misunderstandings.
- 1.7 A minimum of four weeks notice must be given to the LMC administrative staff in order to cancel or postpone a booking in the Centennial Hall or Lacombe County Room without penalty.

A minimum of one weeks' notice must be given to the LMC administrative staff in order to cancel or postpone a booking in any of the meeting rooms without penalty.

For bookings held in the Centennial Hall or Lacombe County Room, a non-refundable deposit of 50 percent (GST applicable) of the final balance is required to secure the booking and must be

paid within 72 hours of the booking. This deposit will be applied to the rental charges.

For meeting and meeting room bookings, a non-refundable booking deposit of 50% of the rental rate is required within 72 hours of the booking. This will be applied to the rental charges.

For continuous meeting and meeting room bookings, a \$100 non-refundable booking deposit is required within 72 hours of the booking. This will be applied to any cancellations or applied to the last invoice sent out by the LMC administrative staff.

- 1.8 Kitchen materials and facility equipment will not be permitted outside the facility.

### **DAMAGE DEPOSITS**

- 2.1 All users booking any portion of the Centennial Hall, or booking the Lacombe County Room for a banquet, wedding, conference and other special event will be required to provide a damage deposit of \$500.00 when the rental agreement is signed. Events that are considered to be high risk may be required to provide a larger damage deposit at the discretion of the LMC Manager.

Individuals continuously (more than two consecutive bookings) booking a room in the facility are required to provide the LMC administrative staff with a credit card number to hold in case of any damages that may occur during a booking. If damage does occur, the LMC administrative staff will contact the individual prior to processing any charges.

- 2.2 The damage deposit shall cover the interior and exterior of the facility, or portion thereof that has been rented. If damage occurs to parts of the facility not rented by the user, and it can be proven that the damage was a result of the user's function, the damage deposit will apply to this damage as well. If the damage exceeds the damage deposit amount the lessee is responsible to cover all additional expenses. Failure to do so will result in legal action taken by the Town of Lacombe and suspension of rental privileges, until such time as all funds owing the Town have been paid in full. It is the responsibility of the user to ensure that adequate security is provided during a function in order to minimize the possibility of damage throughout the duration of the function.

- 2.3 Any group or individual who abuses the facility, in the opinion of the LMC Manager, shall be denied privileges for one year for a first offence and permanently for a second offence.

- 2.4 There shall be an additional hourly fee of \$50.00/hour charged for cleaning the kitchen if the lessee does not leave the kitchen in an acceptable condition.

The definition of "acceptable condition" shall include the items listed in 4.2 and 4.5.

- 2.5 Additional cleaning, throughout the entire facility, if required, shall be classified as damage and will be subject to the hourly cleaning fee of \$50.00/hour, which will be deducted from the damage deposit.

- 2.6 Additional cleaning charges shall be as determined by the LMC Manager.

- 2.7 Confetti, rice, glow sticks and bubbles are not allowed in the facility. An additional clean up fee will be charged if this rule is not adhered to. This additional charge will be deducted from the damage deposit.

### **DECORATIONS**

- 3.1 The use of tape, nails, staples or thumbtacks for hanging decorations on walls is prohibited

everywhere in the facility except for on the 6" corkboard decorating strip. No decorations will be permitted on the auditorium divider or the ceiling.

- 3.2 When balloons are used as decorations, it is the lessee's responsibility to ensure that they do not get caught in the ceiling fans as there will be a damage charge levied should a fan have to be disassembled to remove tangled balloons. Should a balloon get loose and float toward the ceiling, the fans are to be shut off immediately.
- 3.3 The lessee is responsible for the complete removal of all decorations upon completion of the event.
- 3.4 Fire regulations prohibit the use of open candles (i.e. tapers). Glass bowl types are permissible.

#### **OTHER LESSEE RESPONSIBILITIES**

- 4.1 The individual signing the rental agreement is responsible for ensuring that they, or one person from their group, are designated as being in charge of the set up/organization for their function.

It is that person's responsibility to contact the LMC administrative staff at least two weeks prior to the event to provide a set-up plan and review the "renter's checklist" with the staff. All questions regarding the facility rental are to be asked at this time. Administrative staff may not be able to be contacted on short notice (less than one week) before the event, it is therefore important that all issues and questions be asked as early as possible. The lessee is responsible for the success or failure of the event not the Town of Lacombe.

- 4.2 Regulations and instructions as posted throughout the facility must be followed. These shall include leaving the kitchen in a sanitary state by cleaning the counter, dishes, coffee urns, sinks and stove.

Dishware must be placed in their designated areas.

- 4.3 The lessee is responsible for leaving the facility as close to its pre-function state as possible.
- 4.4 The lessee is responsible for moving and setting up tables and chairs during the function, unless otherwise arranged with the LMC Manager.
- 4.5 The lessee is responsible for clearing everything off the tables at the conclusion of the event.
- 4.6 Any food or liquor left will be disposed of.
- 4.7. Each function must be cleared out of the facility by 3:00 a.m. unless other arrangements have been made with the LMC Manager. Failure to do so will result in an additional half of the rental rate being charged.

The LMC is not available to the lessee until 8:00 am to ensure adequate time for cleaning and setting up for the function, unless prior arrangements have been made with the LMC Manager.

- 4.8 The lessee is responsible for special licenses and permits where required.
- 4.9 Liquor license regulations must be adhered to. Last call for alcohol is 1:00 am, rather than 2:00 am as stated on the liquor license. This gives the renter adequate time to clear people and belongings out of the facility by 3:00 am.
- 4.10 The lessee agrees to assume responsibility for the conduct of its members and/or patrons.
- 4.11 The lessee shall be responsible for damage to the building and/or contents caused by its

members and/or patrons (see section 2.2).

- 4.12 The Town will not be responsible for the loss of personal effects or injury to the lessee or third parties.
- 4.13 Arrangements for security guards or personnel for crowd control are the responsibility of the lessee. This may be required by the LMC Manager for certain events.
- 4.14 It is the responsibility of the lessee to ensure periodic inspection of the facility during the entire rental period. This shall include washrooms and non-rented areas of the facility when necessary. Damage must be reported to the Custodial Staff as soon as possible.
- 4.15 The use of the Grand Piano costs \$20.00. Use of the piano must be approved by the LMC Manager, and will not be available for use during wedding receptions or other similar social functions. The piano is available for no cost for events approved by the Music Festival Association.

**MISCELLANEOUS**

- 5.1 The Town reserves the right to cancellation of any seasonally reserved times to arrange for special events. Every effort will be made to replace such cancelled time.
- 5.2 Food and beverage in-house catering orders from Anna Maria's coffee bar must be placed at least one week in advance. At least 48 hours noticed must be given to cancel an order without penalty.

\_\_\_\_Judy Gordon\_\_\_\_\_  
Mayor

DATE: June 15, 2009

\_\_\_\_Kenneth Kendal\_\_\_\_\_  
Chief Administrative Officer

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