

BURBANK HALL RENTAL AGREEMENT - RULES & REGULATIONS



1. DAMAGE DEPOSIT

A refundable damage deposit of \$200/night of rental is required to reserve the hall. The deposit will be returned after the event, provided no damage occurred, no extra cleaning is needed, and all keys are returned.

- If damage is reported, a portion of the deposit will be withheld.
- Extensions beyond the booked times incur a \$75 charge for the first half-hour, and forfeiture of the entire deposit for any extension beyond 30 minutes.
- The deposit will be returned via the original payment method within 14 business days.
Evidence of smoking in the facility results in automatic forfeiture.

2. RESERVATIONS

- A non-refundable deposit of 25% of the total booking cost is required to secure the venue.
- If the event is rescheduled within 90 days, the deposit may be applied to a new date, subject to availability, with a potential rescheduling fee of \$150.

3. CANCELLATION POLICY

- 120+ days before the event: Full refund of any additional payments (minus the non-refundable deposit).
 - 60-120 days before the event: 50% refund of additional payments.
 - Less than 60 days before the event: No refund.
 - If the venue is required for an emergency or by government order, a full refund will be issued.
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4. SPECIAL EVENT PLANNING

For public events, consult Alberta Health Services (AHS) Environmental Public Health for required guidelines and approval at <https://www.albertahealthservices.ca/eph/Page13999.aspx>.

5. FACILITY ACCESS

Keys are provided during the pre-arranged walkthrough. Failure to return keys will result in a deduction from the damage deposit to cover lock replacement costs.

6. DECORATING & SET-UP

- Use tape to adhere decorations; do not use tacks, staples, nails, or screws.
 - Confetti, glitter, rice, and other small items must be cleaned up.
 - Smoke machines are prohibited.
 - Non-compliance may result in deductions from the damage deposit at \$25/hour for cleaning or repairs.
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7. KITCHEN AREA

The kitchen is included in all rentals. Any missing items or damaged appliances will be deducted from the damage deposit. Renters must provide their own dishcloths and cleaning supplies as required by health regulations.

8. WOOD TABLES AND BENCHES

Renters are required to take proper care of the wooden tables and benches during their event. The tables and benches should be used with care to avoid any damage, including scratches, stains, or other marks.

- **Cleaning:** All tables and benches must be thoroughly cleaned before the end of the rental. Please use appropriate cleaning products to remove any dirt, spills, or debris
 - **Storage:** After cleaning, the tables and benches must be returned to their original locations as found at the start of the rental. Please ensure they are properly stacked or stored.
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9. SERVING ALCOHOL

- Alcohol is permitted with proper AGLC permits and Party Alcohol Liability (PAL) insurance. Proof of a liquor license must be provided before the event.

- The renter is responsible for ensuring no one under the age of 18 consumes alcohol and for the conduct of all guests.
 - **Failure to comply may result in eviction from the premises.**
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10. NOISE

To respect nearby residents, noise must be kept to a minimum. By 11:00 PM the hall doors and windows should remain closed. If renting the group site, regular campground rules apply.

- Quiet time is 11:00PM, music must be kept to a minimum after this time.
 - The campground caretakers reserve the right to ask you to turn the music down at anytime that it is too loud.
 - Absolutely no generators allowed in the group campsites at anytime. This is cause for immediate eviction.
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11. CLEAN-UP

The renter is responsible for the following:

- General clean-up, including bathrooms, removing decorations, and sweeping/mopping the floors.
 - Benches and tables must be taken down and put away.
 - Any folding tables or chairs used must be put back.
 - Garbage must be disposed of in bins near the main gate.
 - Ensure all lights, fans, and appliances are turned off and the facility is locked.
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12. LIABILITY & RESPONSIBILITY

By signing, the renter agrees to:

- Be responsible for event setup and cleanup, and to comply with all rules and regulations.
 - Indemnify Burbank Hall and Campground, its owners, and staff from any claims, losses, or damages arising from the event, except in cases of gross negligence.
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13. AGREEMENT & SIGNATURE

This signed agreement must be returned via email to info@burbankhallandcampground.com no later than 60 days before the event or signed through Campspot during payment process.

14. RENTAL LOCATION

The Burbank Hall is a rustic venue located by the river, ideal for hosting weddings, group events, and special occasions. The hall includes kitchen, wooden tables, benches, and beautiful natural surroundings. Renters will have access to the entire facility as outlined in this agreement.

ADDRESS:

Burbank Hall and Campground
313 Burbank Road
Blackfalds, AB, T0M 0J0

EMAIL : info@burbankhallandcampground.com

Caretaker: 403-352-9288

Renter's Signature: _____ **Date:** _____

Burbank Hall Representative: _____ **Date:** _____

Personal information is collected under the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be handled accordingly.

Subject to change without notice.