

ACME COMMUNITY CENTRE RENTAL RATES
 Rental Rates are subject to change. Revised June 17, 2015
 Bookings are made at the Acme Village Office, 403-546-3783

Time Period	1/2 Day	Full Day	Two Day	2 ½ Day	Fees
Main Auditorium	\$135.00	\$240.00	\$450.00	\$550.00	
Kitchen/ Bar	\$135.00	\$135.00	\$250.00	\$350.00	
Single Meeting Room	\$75.00	\$100.00	\$180.00	\$240.00	
Double Meeting Room	\$135.00	\$160.00	\$300.00	\$400.00	
Full Facility	\$375.00	\$500.00	\$950.00	\$1200.00	

Full payment can be made at time of booking

Date: _____ Cheque No. _____ **Total:** _____
 Date: _____ Cheque No. _____ **50% Deposit:** _____
 Date: _____ Cheque No. _____ **Amount Owing:** _____

A separate cheque is required for the damage deposit

Damage Deposit (Refundable). To be paid at time of booking & post dated to event date. The cheque is not deposited unless damage occurs.	\$220.00/ meeting rooms, \$500.00/ kitchen \$500.00/ main auditorium \$500.00/ main auditorium & kitchen \$500.00/ full facility	
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Date: _____ Cheque No. _____ **Total:** _____

All of the below will be invoiced after the event is finished unless agreed upon at time of key pickup.

AV Projector	Included with Full Facility & Main Auditorium - \$50.00/meeting room	
Fountain Pop	\$1.50/lb. with glasses & ice supplied	
Table Cloths (Round & Rectangular)	\$7.00/each	
Table Skirts (16' x 22')	\$22.00/each	
Wine Glasses	\$4.75/doz	
Water Goblets & Water Tumblers	Included with rental	

Cheques are payable to the Acme Community Centre Society. The Acme Community Centre is a non smoking facility at all times. The RENTER agrees to pay a Rental deposit of 1/2 the rental at the time of the booking, to be refunded only if upon cancellation & the centre is re-booked for the date of cancellation. Damage deposit will be returned to the renter following inspection of facility by the appropriate personal, and settlement of additional rental invoices. **All liquor events require proof of liability insurance.**

Booking Date _____ Event Date _____

Name of Group _____

Type of Function _____

Mailing Address _____

_____ E-Mail _____

Contact Name _____

Phone _____ Fax _____

Will alcohol be served at this function? _____ Estimated # attending _____

Caterer _____ Phone _____

D.J. / Band _____ Phone _____

Insurance Agent _____ Policy # _____

Number of sets of keys _____ Key # on keys _____

The Acme Community Centre and the Village of Acme require a minimum of \$2,000,000.00 Event Liability insurance, when alcohol is being served at the Centre.

The Acme Community Centre Society and The Village of Acme are to be named as additional insured's under this policy.

Insurance can be purchased through the Village of Acme's Insurer, T. Reed Agencies in Acme or from PAL Insurance Brokers in Calgary, or from the RENTERS home insurer.

Proof of insurance, Liquor license, and cheque is required prior to receiving the keys to the Acme Community Centre. All liquor must be removed from the facility by the end of the liquor permit.

The occupancy capacities of the Acme Community Centre are as follows:

Standing/ Seating	Tables & Chairs	Licensed Event (Liquor)	
Main Hall:	654	516	408
Stage Area:	100	100	100
Meeting Room A:	118	93	74
Meeting Room B:	133	105	83
Rooms A & B:	251	198	157

The Stage Area total can be combined with any "Main Hall" totals to increase capacity.

Half Day rentals constitute a maximum five (5) hour period ending by 4:00 P.M.

Full Day rentals constitute any period over five (5) hours or any evening rental.

Two Day rentals begin at 8:00 A.M. the first day of the rental period.

2 ½ Day rental is from Friday 8:00 A.M. to Sunday 2:00 P.M.

The Acme Community Centre has table cloths, wine glasses, and AV projector available for rental at a nominal fee for use in our facility should our renters request these items.

Renters of the Kitchen/ bar area may wish to use the fountain pop dispenser for their function.

The Acme Community Centre has a legal for trade scale that is used to monitor the amount of soft drink usage, and the Renter is then charged for that usage on a poundage basis. Currently the rate for fountain pop with glasses and ice supplied is \$1.50/lb. There are no additional corkage fees.

Fountain Pop charges will be invoiced to renter after the event.

The Damage deposit for the Acme Community Centre is currently \$220.00 for the meeting rooms, and \$500.00 for any combination of the Kitchen/bar, Main Auditorium or Full Facility. **(See rental rates schedule)**

The damage deposit will be returned once all additional rental invoices have been settled in full. i.e.: wine glasses, table cloths, fountain pop, etc.

Contact: Darcy Penner, Acme Community Centre Rental Agreement Coordinator at 403-815-2349, if you have any questions about the specifics of the agreement.

Revised: June 17, 2015

The Acme Community Centre is a non smoking facility at all times.

1. The RENTER and also the individual signing this application agree to be responsible for and to pay on demand to the Acme Community Centre Society: a) all rents payable, and b) any damage caused by the renter during the rental period to the Acme Community Centre or its equipment.
2. The loss of personal effects and injury to the renter(s) or third parties are not the responsibility of the Acme Community Centre Society or the Village of Acme. The RENTER expressly covenants and agrees that during the renter's use of the said premises and equipment that the renter will indemnify and save harmless the Acme Community Centre and the Village of Acme from and against any and all liability claims resulting from injury or damage to any person, persons or property. This includes any liability claims resulting from the consumption or serving of alcohol on the premises.
3. The RENTER is responsible for all special licenses, permits and insurance where required. Insurance can be purchased when the centre is booked. **Proof of insurance is required one week prior to receiving the keys to the Centre.** The Acme Community Centre requires two million dollars (\$2,000,000) event liability insurance, when alcohol is being served. The Village of Acme and the Acme Community Centre Society are to be named as additional insured's under this policy.
4. The RENTER is responsible for set up and removal of tables, chairs and equipment. The RENTER agrees to leave the facility in good order and in the same state of cleanliness as when rented. Should additional cleaning be required to return the facility to this state, such cleaning fees will be charged to the RENTER.
5. Any equipment belonging to the Acme Community Centre is not to be removed, loaned or rented out from the premises. Damaged or missing equipment will be charged to the RENTER.
6. Decorations are restricted to free standing and ceiling hooks, no tape on the walls, sticky tack is allowed.
7. All food, personal belongings, liquor & decorations are to be removed from the Centre at the end of your rental period. **All liquor must be removed from the facility by the end of the liquor permit.**
8. Tables must be wiped down before putting away. All tables and chairs must be put away in the same place and condition where found.

In affixing my signature, I hereby agree to comply with the above regulations, and accept the terms of the rental agreement.

Renter _____ Date _____

HALL RENTAL CHECKLIST

Name of Renter: _____

Date of Function: _____

1. Do you need access to the hall prior to the day of the event?
If so how long before and what day? _____
2. The keys must be picked up during regular business hours at the Acme Village Office. 8:00 am - 4:30 p.m. Closed 12 to 1 for lunch.
3. Will alcohol be served? Are you aware of the insurance requirements?
4. Are you aware of how the hall should be left after your function?
5. Would you like to hire the janitor at an additional cost to clean the Hall after your event.
6. Do you require the use of the halls punch bowls?
7. Do you require the use of the Hardwood Stairs under the Stage area?
8. Will the use of chafing pans, counter top roasters, glass tumblers & large serving bowls be required? These are available upon request.
9. Do you need sound system, projector & or cordless mike?
10. Would you like someone to meet with you to explain how to operate the projector & sound systems?
11. In the event that your Bartenders are not familiar with the Fountain pop system, would you like to meet with someone to explain the system?
12. Would you be interested in our list of caterers or bartenders? A list is located on our website. Address is: **www.acmecomunitycentre.ca**
13. A walkthrough of the hall by our representative is provided?

Yes	No

Walkthrough is required for Weddings & Larger Functions

Contact: Shelly at 403-546-3883, Viv at 403-546-3784 or Jane at 403-620-9803

Revised: June 17, 2015

HALL RENTAL CLEAN UP DUTIES

1. Wash all tables and all countertops.
2. Put tables back on trollies. Please do not put them face to face as they will not dry properly.

3. CHAIRS

MAIN HALL

- Chairs are to be stacked and placed sideways against the walls.
- 8 high and 10 stacks on north and south wall.
- The rest of the chairs go in the storage room.

MEETING ROOMS

- 6 high and 10 stacks
 - The rest of the chairs go in the storage room.
4. Podium and piano covered - put back the way you found it.
 5. All garbage's are to be removed & and put in outside receptacle at rear of hall.
Bag should not be over 30 lbs. Replace new bags in garbage containers.
 6. Remove all recycling and bottles.
 7. Remove all your belongings from the walk in fridge and the freezers
 8. Coffee pots and filters emptied and cleaned
 9. Dishwasher emptied, cleaned and turned off. Garburator tray lifted out and cleaned.
 10. All carpeted area's vacuumed and floors swept and mopped.
 11. Please lift mats off the floor in the bar, before washing the floors in bar area.
 12. Cigarette "waste" containers returned to vestibule area in hall.
 13. Report any damages or problems.

Thanks



Please note that when stacking the chairs in the Main Hall & Meeting Room after your function, stack chairs 8 high then place each stack with chair side along the walls as shown in the photo.

Thank you.