

COTTONWOOD – GORDON AGRICULTURAL SOCIETY

3005 Twp. Rd. 352, Red Deer County, AB. T4G 0K6

Legal Land Description: Ptn of NE ¼ 12-35-3-W5 County Legal: 3005 Township Rd. 352

RENTAL INFORMATION

MAXIMUM CAPACITY OF COTTONWOOD-GORDON HALL: 235 (meeting room plus main area) 172 in main hall

RENTAL RATES: *Subject to Change Without Notice

Renters are NOT insured under the Ag Society, so MUST have own Liability Insurance

When liquor is involved they must also have Party Alcohol Liability Insurance

Water Cooler is available for renters use, but must supply own water jugs. Hall water is satisfactory for drinking

NO REMOVAL OF CURTAINS OR ANY WALL FIXTURE

THERE WILL BE A \$500 FEE FOR LOST KEY

Non Members

Damage Deposit	\$300.00	
Hall Rental	\$ 500.00	per day includes the use of kitchen
Meeting Room Only	\$ 50.00	
Grounds Rental Only (No use of Hall)	\$ 100.00	
Half day family reunion (noon – 6 pm)	\$ 150.00	

Note: When grounds are booked, but the renter wishes the use of the hall bathrooms or kitchen FULL rent applies

Funerals (Cottonwood-Gordon residents/members) donation**

Showers (Cottonwood-Gordon residents/members) no charge

** should food be required, the grocery bill needs to be covered

PAYMENT

1. A damage deposit of \$300.00 is due at time of booking to confirm and hold the booking date(s) requested
You **do not** have a reservation unless payment is received
2. The damage deposit is non- refundable if booking is cancelled with less than 60 days notice.
3. Rental payment in full is required within 60 days of the event.
4. The damage deposit will be returned to the RENTER after the function and upon inspection of the facility and property by a representative of the Cottonwood-Gordon Ag Society,

LIABILITY

1. The RENTER expressly agrees that during the use of the Cottonwood-Gordon Agricultural Society Hall, it will indemnify and save harmless said Community Hall from and against any liability whatsoever resulting from injury or damage to any person(s), or property by reason of or as a result of the acts of it or its servants, employees, agents or workmen.
2. By signing the attached rental agreement, the RENTER complies with the above policies as outlined by the Cottonwood-Gordon Agricultural Society and Board.

BAR SERVICES & CATERING:

1. The RENTER **must** obtain the required liquor license, liability insurance, PAL (Party Alcohol Liquor) Insurance Liability if alcohol will be on the premises/grounds of the Cottonwood-Gordon Agricultural Society Hall.
2. A copy of the insurance must be provided to the Cottonwood-Gordon Ag Society prior to use. **MUST** have separate Bar Rental Agreement
3. The Cottonwood-Gordon Ag Society **does not** provide catering service or table linens

PETS:

1. Pets must be kept on a leash at all times.
2. Pets are not allowed in the hall or kitchen

SMOKING:

1. Cottonwood-Gordon Hall is a non-smoking facility.
2. Please ensure that smokers use the area outside for that purpose and that ALL cigarette butts are placed in the receptacles provided.

The Cottonwood-Gordon Ag Society is a volunteer based organization. We do our utmost to keep the facility clean and provide the supplies required to accommodate functions held at our facility. With this in mind, PLEASE note the following:

CLEANING

1. The RENTER agrees to remove all items brought into the hall and will leave the Cottonwood-Gordon Ag Society Hall in clean condition
2. If deemed necessary the RENTER will be charged a cleaning fee of \$30.00 per hour that will be taken off the damage deposit before it is refunded.

TABLES AND CHAIRS: Note: Tables and chairs are to remain in the hall and are not to be taken outside the hall..

1. **Rectangular tables** are to be stacked on the trolley provided, **12 tables per trolley.**
2. **Round tables**, to be placed on the trolley provided: **8 tables per rack - 4 in small rack. 2 plastic tables lean against the wall** **Removing or adding tables to the trolleys or rack will cause it to tip.**
3. **Chairs** are to be stacked 8 high and returned to their proper place in the storage room, using the dollies to move them.
4. If tape, Velcro, sticky tac, glue, etc. is used to decorate tables, we ask that you remove and dispose of.
5. If there is any damage or a table is gouged, marred, chipped, etc, or if the legs are broken, please let us know so we can replace or repair.
6. There will be a \$50.00/chair charged to the damage deposit for any torn or damaged chairs.

DECORATIONS:

1. Decorations can only be attached to the boards along the wall and the streamer holder in the center of the hall
2. NO staples, tacks or nails are to be used on the walls
3. ALL decorations must be removed by the RENTER the same evening of the rental.
4. IF candles are used, please use dripless ones

FLOORS/WALLS:

1. Black marks must be removed before leaving the hall. This can be done by rubbing the sole of another shoe over it OR there are green pads in the drawer for this purpose
2. Brooms, mops, and pails are in the mop room located off the meeting room.
3. The vacuum is in the north storage room off the stage
4. The carpet areas should be vacuumed.
5. IF there is spillage of food, juice, pop, etc. along the walls or floors, we ask that you mop or wash the area.
6. The floors must be swept and mopped following your event
7. Cleaning solution with instructions are under the triple sinks in the kitchen

BATHROOMS:

1. Both bathrooms must be cleaned and garbage emptied and new bags placed in the receptacles
2. Cleaning supplies and garbage bags are found under the triple sinks in the kitchen.
3. **The toilets are to be left clean and lids left up.**

KITCHEN/GARBAGE:

1. All food items, trays, etc. brought to the hall should be removed after your event.
2. Items such as cutlery, dishes etc, should be washed and returned to their original location. **Drawers and cupboards are marked for that reason.**
3. **Coffee urns must be washed** and returned to the cupboard : **PLEASE keep all pieces to an urn together**
4. **Please** remove **all** garbage from the hall and place in the dumpster provided.
5. If using the dishwasher please read the operating instructions posted by the dishwasher

PLEASE NOTE:

1. The Cottonwood-Gordon Ag Society **will not** rent the hall for graduation, stag or stagette parties.
2. There is no charge for the use of the "OLD" chairs and tables for members, the Innisfail School, or the Bowden School
3. The hall may be used by members, rent free, **ONCE ONLY**, for functions or events celebrating. 25th, 40th, or 50th anniversaries, open house, or showers
4. Short courses or educational courses are exempt of rental fees when open to the community and advertised in CGAS newsletter and if registration fees are **not** charged beyond what is needed to cover the cost of materials for the course. In other words, it is not a "commercial venture" or a "for profit activity". Instructor cost should be limited to a modest honorarium of no more than \$100 per day.
5. IF a registration fee is charged for the educational course, then a rental fee per day of \$30 for the Meeting Room, \$50 for the hall, \$50 for Commercial Kitchen and \$25 for CGAS Hall Grounds (NO access to Hall) will be charged.
6. For all short courses the hall is expected to be left clean and in the same condition as prior to the course.

The Cottonwood-Gordon Ag Society Board sincerely appreciates any suggestions you may have in regards to our facility

Revised effective January 1, 2020