

NANTON COMMUNITY MEMORIAL CENTRE

RENTAL RATES AND PAYEE AGREEMENT

Updated January 2026

The NANTON COMMUNITY CENTRE is a non-smoking facility.

1. The RENTER, and all parties associated with the rental, agree by signing this application to be responsible for and to pay on demand to the treasurer of the Nanton Memorial Community Centre Society.
 - a. all rental/equipment fees. 50% of the total booking fee is due upon booking and is **NON-Refundable** upon cancellation. the remaining 50% of the rental fee is due 30 days prior to the booking date.
 - b. cost of any damages caused by the renter during the rental period to the building or its equipment
 - c. If there is any evidence of smoking within the building renter will be charged a fee for resulting cleanup
 - d. rental rates are subject to change
 - e. any excessive cleaning required by staff following the event exceeding 2 person hours will be charged to renter at a rate of \$50/person hour
2. The loss of personal effects and injury to the renter(s) or third parties are not the responsibility of the Nanton Community Memorial Centre Society.
3. The RENTER expressly covenants and agrees that during the renter's use of the said premises and equipment the renter will indemnify and save harmless the Nanton Community Memorial Centre Society and the Town of Nanton from, against all liability claims resulting from injury or damage to any person, persons, or property. This includes abiding by the Nanton Fire Department Occupancy Limitations, and any liability claims resulting from the consumption or serving of alcohol on the premises.
4. The RENTER is responsible for all special licenses, permits and insurance where required. Proof of insurance is required prior to receiving the keys to the Centre. The Nanton Community Memorial Centre requires two million dollars (\$2,000,000) event liability insurance, when alcohol is being served or when the Entire Hall is Rented. The Nanton Community Memorial Centre Society are to be named as additional insured under this policy.
5. The RENTER is responsible for the set-up of tables, chairs, and equipment. After the event, all tables, chair, and equipment (podium, screens, curtains, etc.) are to be restored to their original state (clean) and in their original locations.

Nanton Community Memorial Centre Society
PO BOX 1248
2204 18th Street
Nanton AB, T0L 1R0
403-646-2441

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6. The RENTER agrees to leave the facility in good order: Garbages taken out to dumpster, Tables and chairs clean and put away, floor swept with dry mops, spills on floors moped up, kitchen and bar area wiped clean and ALL dishes put away. Should additional cleaning be required to return the facility to this state after the rental, such cleaning fees will be charged to the RENTER
7. Any equipment belonging to the Nanton Community Memorial Centre will not be removed, loaned, or rented out from the premises. Damaged or missing equipment will be charged to the RENTER.
8. ELEVATOR: Lift capacity is 1000 lbs. Minors under the age of 16, are not permitted to enter or operate the elevator without an Adult (Individual over the age of 18) present. Individuals are NOT permitted to enter or operate the Elevator if they are intoxicated or under the influence of drugs. Please see rental coordinator for more detailed instructions.
9. KITCHEN: Please follow posted instructions for use of the dishwasher and proper dish washing procedures. Supplies are stored on the shelf. Tea towels and dishcloths are NOT supplied. Please bring your own. Clean stove and grill, wipe up major oven spills with oven cleaner provided.
10. GARBAGE: All garbage is expected to be emptied and put in dumpster provided. Can/bottle recycling may be left behind.
11. Fog machines and live flame are NOT permitted.
12. Tape, pins, or permanent decorations of any kind are not permitted on any wall within the building. The RENTER will be charged for any repairs needed as a result from using these items.
13. All food, personal belongings, liquor, and decorations are to be removed from the building at the conclusion of the event.
14. No animals of any kind (excluding service animals) are allowed within the building at any time.

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1. The RENTER agrees to pay 50% of the total cost of event at time of booking and this charge is **NON refundable**. the remaining 50% is due 30 days prior to the event.
2. Rental/Equipment Fees are accepted via Credit Card, eTransfer or Cheque.
(Payable to Nanton Community Memorial Centre Society or
nantoncommunitycentre@gmail.com)
3. Cancellation of booking must be done 30 days prior to the Event Date, or the RENTER will be charged the full rental rate. 50% of the total rental fee which is charged at booking is **NON-refundable**. No interest will be provided upon any reimbursement.
4. If the Entire Hall is being rented (regardless of the presence of Alcohol) Event Insurance with \$2,000,000 Liability must be purchased by the RENTER and provided to the Rental Coordinator prior to the Rental Date.
5. If Alcohol is being served during this event our Rental Coordinator must be provided with a valid AGLC Liquor Licence and Event Insurance with \$2,000,000 Liability must be purchased by the RENTER and provided to the Rental Coordinator prior to the Rental Date.

Discount Rates may be available if the Entire Hall will be rented for more than one day, consecutively.

Two consecutive Days - \$1000.00 Three Consecutive Days - \$1200.00

If you require additional days beyond notations above, contact our Facility Coordinator for a One-Time Quote.

AREAS FOR RENT	COST PER DAY	SPECIFY # OF DAYS	COST
Entire Hall	\$600.00		
Upstairs w/Bar and Stage	\$325.00		
Downstairs w/Kitchen	\$350.00		
Downstairs without Kitchen	\$200.00		
Recurring meeting room rentals	\$100.00		
Recurring meeting room rental w/kitchen	\$150.00		

ADDITIONAL EQUIPMENT AVAILABLE	COST PER EVENT	COST
Wine Glasses (\$5 per Glass if broken)	\$10 per Dozen	
Free Standing Male Torso Mannequin	\$20 for One or \$30 for Two	

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TOTAL COST OF EVENT

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Booking Date: _____

Event Start Date: _____ Event End Date: _____

Name of Organization (if applicable): _____

Type of Function: _____

Mailing Address: _____

Contact Name: _____

E-Mail: _____ Phone: _____

Will alcohol be served at this function? _____

Estimated # of attendees? _____

Preferred Method of Payment (indicate with an "X"): Cheque eTransfer Credit Card

In fixing my signature, I hereby agree to comply with the above policies and payment fees of this agreement

Renter Signature: _____ Date: _____

TO BE COMPLETED BY RENTAL COORDINATOR ONLY

Proof of Valid AGLC Liquor Licence, if applicable

Proof of Event Insurance (\$2,000,000 Liability), if liquor is being served.

Proof of Payment for Rental/Equipment Date: _____

Number of Premise Keys Provided Date: _____

Number of Premise Keys Returned Date: _____

To keep the rental rates reasonable, the Community Hall is run by volunteers who do a large portion of the maintenance and cleaning.

As part of your contract, we ask that the hall be left in as good a shape or better than when you arrive.

If the items on the check list are not completed, you will be invoiced for the excess cleaning at a rate of \$50.00 per hour.

Thank you for your co operation.

GENERAL

- **Wash tables and put away**
- **Stack chairs in piles of 10 and put away as you found them**
- **DRY MOP FLOORS, Spot wet mop spill and sticky areas**
- **Vacuum hallways and foyer**
- **Empty garbage**
- **Replace garbage bags**
- **Wipe down counters**

BATHROOMS.

- **Leave Sinks, toilets, counter and floors in good condition without excessive mess (we will do general cleaning and sanitizing)**
- **Empty garbage**

FRIDGES. Upstairs and down

Remove food and wipe out

- **unplug upstairs - turn breaker off downstair**
- **leave open**

KITCHEN

- **Wipe all counters**
- **Wipe stove and ovens**
- **Wash dishes you have used and put away**
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- **Dishwasher**
 - **TURN OFF**
- **Stoves**
 - **Clean after use**

STAGE AREA

Floors and garbage as needed