

Hepburn and District Arena Rental Agreement Tournament or special event

HEPBURN AND DISTRICT ARENA CONTACT

Arena phone: 1(306)947-2173; cell 1(306)947-7666

Arena Operator email: arena@hepburn.ca

Town office: 1(306)947-2170

Town office email: info@hepburn.ca

Mailing Address: Box 217, Hepburn, SK S0K 1Z0

GENERAL INFORMATION

Contact person (manager): _____

Telephone (Home): _____ (cell): _____

Email: _____

Secondary Contact Person (treasurer) _____

Telephone (Home): _____ (cell): _____

Address: _____ Postal Code: _____

Email: _____

Group / Organization / Association: _____

RENTAL INFORMATION

Date(s) of tournament: _____

Time of Rental (start-end): _____

TERMS OF CONTRACT

Tournament fees are \$800.00/12hrs of ice time. Fees are payable at the facility upon completion of event, by cash or cheque (make cheques to Town of Hepburn) or if previously arranged by invoice.

I, the undersigned, have read, understand and agree to the terms and conditions in this contract which are stated below and hereby accept the same on behalf of the members of the organization, team or association. I acknowledge and agree that breach of any of the conditions may result in the termination of the allotted ice time at the discretion of the town of Hepburn.

Lessee Signature: _____

Ice Time Policies and Conditions of Rental

1. Rental of ice time is based on a “60” minute hour (ice surface maintenance, when deemed necessary, will be conducted during 15 minutes between rentals)
2. The representative shall ensure that all members keep off the ice during the resurfacing and shall not go on the ice until the resurfacing has been completed and the resurfer is off the ice
3. Teams must clear the ice of puck, cones (ect.) and leave the ice surface promptly to help maintain the schedules.
4. The town of Hepburn and employees will not be held responsible for loss or theft of articles in and on the arena facility properties
5. The representative renting the ice shall be responsible for all damages caused to the building, grounds, and equipment belonging to the Arena, reasonable wear and tear considered. The said damages are to be repaired or paid for to the full satisfaction of the management.
6. The representative renting the ice shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of ice. Proof of insurance may be required provided prior to use of facility.
7. The Arena shall reserve the exclusive right to the sale of all food and beverage concessions within the facility.
8. No smoking is allowed in the Arena Facility – including dressing rooms.
9. Consumption or possession of alcohol or illegal drugs is not allowed on the premises of the facility, unless approved by town council and an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority.
(Alcohol and Gaming Regulation Act, 1997 Public places 107(1))

Fees

1. Ice time rates and fees will be assessed at the current rates as established by resolution of council of the Town of Hepburn.
2. All ice time accounts are due when billed, any outstanding account beyond thirty days from the date of billing shall be assessed a late payment charge on the unpaid balance. Groups that are regularly in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any further ice allocation

Cancellations

1. For cancellation situations, the Arena management, whenever possible, will notify the representative as soon as possible. (min 24 hours prior to the said cancelled ice time.)
2. If the representative wishes to cancel ice time on any particular day, the representative shall give 24 hours' notice, by contacting the Arena Management or Town Office between 9:00 a.m. and 5:00 p.m. If the required notice is not given, the representative shall be responsible for payment of a twenty-five dollar (\$25.00) cancellation fee.
3. Should the facility staff assess that the facilities are not suitable for use no fee will be charged.
4. Any cancellations caused by storms and flooding, power failure, Act of God or business interruption caused by mechanical failure of the Arena's facilities will be considered unavoidable and the representative will not be charged for cancellations of that nature.

Dressing Rooms

1. The representative shall ensure that the Dressing Rooms are vacated within 45 minutes of leaving the ice or 1 hour in the case of last rental of the day. The representative further ensures that the dressing rooms shall be left in a reasonably tidy condition.
2. The representative agrees that it is their responsibility to obtain a dressing room key from the Arena attendant. It is the responsibility of the representative to lock all dressing room doors before going on the ice. Should a lock prove defective or unable to be locked, the representative shall notify the Arena Attendant as soon as reasonably possible.

Waiting Lists

1. Arena Management reserves the right to establish a waiting list for ice rentals. Hepburn Minor Hockey and/or the Hepburn Skating Club shall be given a first priority in the event regularly scheduled ice rental time becomes available. Priority will be given to those persons/groups on a “first come first serve” basis.