
The Sundre & District Allied Arts Society built and maintains the Sundre Arts Centre. The facility operates year round and hosts:

- Dance - regular classes, workshops, and recitals.
- Theatre - adult and student drama groups rehearse and perform numerous plays annually.
- Music - our Society hosts at least 5 concerts each year, featuring well-known and rising artists, plus recitals, and privately sponsored concerts.
- Schools - regularly have drama and arts classes, clinics, demonstrations, and other events at the Centre.
- Community events - fashion shows, fundraisers, public speaking, movie nights, talent contests, meetings, and Community Awards Night.
- Private Events - such as weddings, celebrations, corporate meetings, and workshops.

Our Society is a not-for-profit Society registered with Alberta Corporate Affairs and is an approved Canadian Charity. The facility was built and is maintained entirely by volunteers. Our community rental rates are aligned to just cover our expenses.

We boast the best sound system in the area, have excellent theatre lighting, good acoustics, a Yamaha C7 grand piano, seating and tables for up to 180 persons, dishes, cutlery, and a commercial dish machine. The Arts Centre's approved occupancy load is for 130 people (table and chair seating) and 180 people (assembly seating).

The Sundre & District Allied Arts Society holds a Class B liquor licence for events hosted **only** by its members. These events include Peak Theatre and the Sundre Music Concert Series. The user must provide proof of event insurance, liquor liability insurance, and a temporary liquor licence before serving alcohol. Copies of these documents must be available at the facility during the stated rental terms.

Please reference the floor plan included. Should you have any questions, please contact us directly.

Sincerely,

Cindy Orr, President
cynthia.a.orr@gmail.com
(403) 638-8475

Brian Bailey, Secretary

Kirsti Bennett, Director
Laurie Guard, Director
Debbie Reimert, Director
Ryan Sande, Director
Nick Vanderzwan, Director
Corynn Wylie, Director

www.sundreartscentre.com

CO

• **RENTAL AGREEMENT TERMS & CONDITIONS**

This rental agreement may be completed electronically and emailed (via Word or PDF Comments).

1. RENTER INFORMATION

- Name:**
- Contact Tel #**
- E-mail**
- Mailing Address:**

2. RENTAL DURATION

- From Date**
- To Date**

3. FEES

CORPORATE RATES

	Rate	Per	Required
Full Day / Evening	\$495	Day	<input type="checkbox"/>
Large Groups (>20p) Hourly	\$165	Hour	<input type="checkbox"/>
Small Groups (<20p) Hourly	\$33	Hour	<input type="checkbox"/>

COMMUNITY RATES

Full Day / Evening	\$350	Day	<input type="checkbox"/>
Large Groups (>20p) Hourly	\$114.40	Hour	<input type="checkbox"/>
Small Groups (<20p) Hourly	\$25.30	Hour	<input type="checkbox"/>

WEDDINGS

3 Days (Set Up, Wedding, Take Down) *Kitchen / Glassware / Dishes / Dish Machine included. *One (1) hour intermediate custodial visit included.	\$660	3 Days	<input type="checkbox"/>
Extra Custodial Visits	\$75	Visit	<input type="checkbox"/>

LIGHT & SOUND EQUIPMENT

Tech booth: includes use of all sound and lighting equipment and projector. Requires SDAAS approved technician.	\$72	Day	<input type="checkbox"/>
Technician Fee (incl. set up, sound check, event, take down). Technician To Be Pre-Arranged.	\$25	Hour	<input type="checkbox"/>
Mic/stand/monitor combination ONLY	\$50	Day	<input type="checkbox"/>
Screen & Projector ONLY	\$25	Day	<input type="checkbox"/>
Yamaha C7 Grand Piano (Incl. One Tuning \$150)	\$210	Event	<input type="checkbox"/>

KITCHEN

Kitchen / Glassware / Dishes / Dish Machine	\$60	Day	<input type="checkbox"/>
Table Cloths (Black; incl. laundering) (20 54x54") (18 54x72")	\$120	Event	<input type="checkbox"/>

4. OCCUPANCY LOAD

- Table & Chair Seating (130 people)
- Assembly Seating (180 people)

5. EVENT & LIQUOR LIABILITY

- Event Liability Insurance required (\$2 Million Liability)
- Liquor Liability Insurance required for Private/Public Functions
- Temporary Liquor Licence required for Private/Public Functions

USER INITIALS HERE _____

- Copies of insurance and permits are to be available at facility.
- **The USER is responsible for ensuring they have met all insurance and alcohol regulatory requirements.**
- Private Resale liquor permits can be purchased at Cowboy Trail Liquor within Sundre. Please visit the AGLC website for Public Resale licence and ProServe requirements.

6. JANITORIAL

- **Routine cleaning is included in rental fees. Please ensure bottles and household wastes are collected appropriately. Bottles can be placed at the back shop door. Please consider sorting recyclables and taking them to the Recycling Station within Sundre to minimize black bag waste.**
- Clean-up surcharge will be applied to total cost if extensive clean-up is required.
 I acknowledge the clean-up surcharge is \$25 per hour (5.5 hrs for entire facility, 2.5hrs for partial facility)

7. SECURITY

- Keys to be returned within 24 hours.
- Keys will be controlled and not duplicated.
- Facility will be secure at all times.
- At least one responsible adult must be present at all times during rental use.
- Entryways must be locked during vacant periods.

8. FACILITY USE

- Green Room
- Dressing Rooms
- Tech Booth [Requires Coordination with Member Sound Tech]
- Kitchen [Dishwasher Instructions posted in Kitchen]
- Shop / Storage

- **Full Day/Evening users can access the Arts Centre by 10:30AM.**
- **Users are also expected to have cleaned up their event the same evening. If hours are required in the morning for clean-up, prior arrangements must be made.**
- **Chairs and tables must be properly stacked after use. A clean-up surcharge will be applied if restacking is required.**
- **No decorations/posters may be taped, stapled, tacked, or nailed to walls or tables.**
- **Open flame is not permitted within the facility.**
- Crawl spaces not to be accessed, only in case of emergency.
- Facility to be used in cost conscious manner (minimizing electrical, heating, and disposable costs).
- **Wet or Dirty Footwear not permitted past cloak room.**
- **Smoking is not permitted in the facility or within 8 meters of the structure.**

9. WAIVER & USE ACKNOWLEDGEMENT

- The Sundre & District Allied Arts Society, nor any of its members, volunteers, staff, or agents shall be in any way liable for any accident, injury, damage, loss, or for any other matter that may happen, from any cause or circumstances, whatsoever to exhibitors, users, or members of their families or their agents or to anyone using the facility or for any loss claim, matter, circumstances or event whatever in connection with or arising out of or attributable to the event or any journey to or from the event. It is understood that under no circumstances shall the Sundre & District Allied Arts Society, nor any of its members, volunteers, staff, or agents be liable for any loss, damages, claims as a result of the Sundre & District Allied Arts Society, nor any of its members, volunteers, staff, or agents negligence, and that you agree to indemnify and hold harmless the Sundre & District Allied Arts Society, and any of its members, volunteers, staff, or agents from and against any and all liability arising out of any such loss, damages, claims or costs.
- The user will be billed for:
 - All costs incurred for repair of damage to the facility.
 - The full replacement cost of sound and lighting equipment which has been damaged.
 - Extra custodial and clean-up costs.

I agree to the above waiver and use acknowledgement

Name:

Date:

- **RENTAL INSTRUCTIONS**

TECHNICAL EQUIPMENT

- The technical equipment fee will be applied for any type of use in the theatre or sound booth; this includes theatre sound, house lighting, and projector/screen use.
- If you wish to use the projector/screen, please bring your slide show on a CD. Alternatively, your laptop will require a VGA Output to connect to our system. Connection is easiest if you don't have sound in your PowerPoint.

LIGHTING

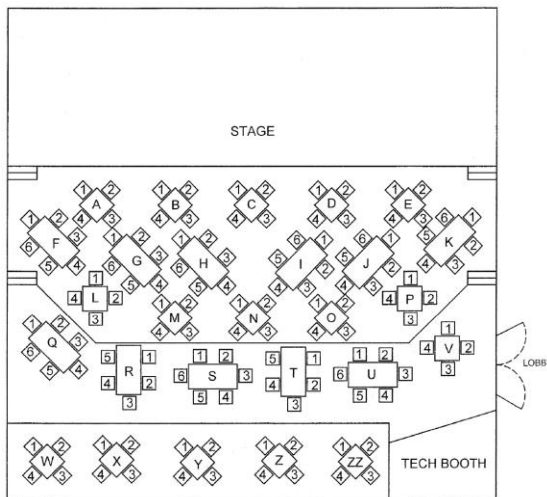
- The light at the bathroom entrance remains on all the time.
- For general lobby lighting, fluorescent fixtures are brightest and most efficient, using the two switches on south/east side of entry arch. The third switch (east most) turns on the exterior deck lights, and these require approximately 5 minutes to generate full light.
- For more intimate lighting, wall sconces may be used, and are controlled from the bar area. Don't use these when the fluorescents are on.
- In the auditorium, there is a relay switch on the west side of the entryway, auditorium side. This overrides the light switches on the north side of the tech room, west wall. The bank of four switches controls the incandescent lights, which are suitable for intimate lighting. The double switch controls the metal halide lamps. These lamps are energy efficient and are suitable for brighter requirements such as setup and cleaning. They require time to heat up (approximately five minutes). If they are turned off when warm, they will not reignite until they have cooled down. Be thoughtful about this issue. Turning off the relay switch will shut down all the lights controlled on the west wall.

KITCHEN, DISHES, AND DISH MACHINE

- **Please ensure dish machine instructions are followed and all kitchen/glassware items are returned to their appropriate labelled cupboards or else a clean-up fee will be added to your bill.**
 - **REMINDER: Please SHUT OFF water valve to dish machine after use.**
- Kitchen and dish machine instructions are posted on the cupboard in the kitchen.
- Labels are posted on all cupboards – please return items to their appropriate shelves.
- Please leave dirty tea towels in the kitchen sink.
- Coffee Urns:
 - Use the urn labelled "HOT WATER" for hot water only.
 - Do not plug hot water and coffee urns into the same power outlet when starting (trips breaker).
 - Please rinse coffee urns and sterilize grounds basket. Stack on upper shelf after use.
- Glassware:
 - Store washed and dried wine glasses and tumblers in appropriate bar cupboards after use. Do not leave wine glasses on wine rack.
- Turn on (plug in) and Turn off (unplug) bar cooler as required.

CHAIRS & TABLES

- **PLEASE be careful to not bang the walls with chair and table legs when stacking.**
- A typical seating and chair arrangement is provided below. This seats 130 persons.
- **Chairs must be wiped and properly stacked after use.**
 - Chairs must be stacked along the back walls of the pit (lower theatre) and back wall (upper theatre) [see picture].
 - Chairs should be stacked 5 or 6 high. Chairs with triangle arms must be stacked separately from chairs with square arms.
- Tables must be wiped and properly stacked after use. Tables should be stacked 9 high. Stacking the tables with the taped leg on the same corner will assist proper stacking.

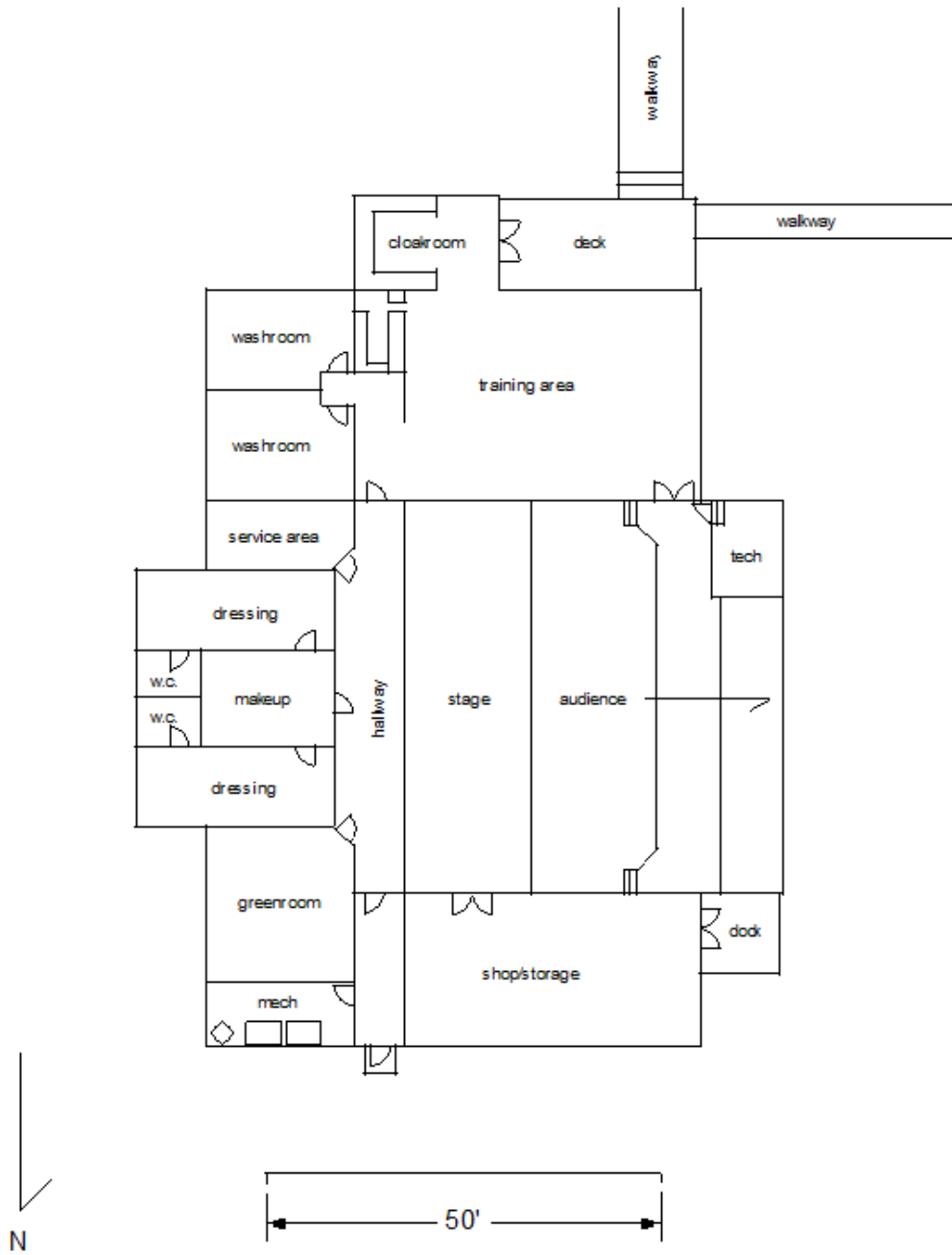
**DISPOSABLES**

- Dust mops, mop, and bucket are kept in the shop area. We ask that you do not mop the floors, except to clean up spills.
- Extra washroom supplies can be found in the shop area, in the large cabinets behind the brooms and mops, along with the keys required to open dispensers.

LEAVING THE FACILITY

- Report any damage to the building immediately.
- When leaving, check that all lights are turned off. Exception: the light in the washroom foyer area cannot be turned off.
- Check that all toilets and urinals have been flushed. A toilet plunger as stationed under the sink counter in the men's or women's washroom, in case of blockage.
- Check that any areas accessed are locked after use. If the shop/loading dock doors are used, ensure that the deadbolts are thrown; otherwise that door is not secure.
- Ensure that entryways are locked when leaving. All corridor and room doors should be left closed, as they are fire rated doors.
- Please remove your belongings when finished with the facility. We aren't responsible for anything left in the building.

Thank you for helping to keep the building in good condition!



SUNDRE ARTS DEVELOPMENT CENTRE
SCALE 1" = 20'
NOV. 27, 2011