



Didsbury and District Historical Society [Didsbury Museum]

Facility Rental Agreement

Initial Policy Reviewed and Adopted by the Didsbury
and District Historical Society Board of Directors.
Date: **September 12th, 2024**

Most Recent Review and Adoption by the Didsbury
and District Historical Society Board of Directors:
Date: **September 12th, 2024**

Next Review Due: **September 11th, 2025**

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1. Introduction

The **Didsbury and District Museum** (referred to as the **Didsbury Museum** in this document) is owned and operated by the **Didsbury and District Historical Society** (referred to as the **DDHS** in this document). The DDHS strives to enrich the experiences of our community and offers the use of our Didsbury Museum in good faith.

All applicable protocols must be followed. Terms and Conditions are subject to change without notice.

2. Renter Information

Organization/Company:	_____
Representative:	_____
Address:	_____
Email:	_____
Phone:	_____

3. Date(s) & Time(s)

Date: _____	Date: _____	Date: _____
Start Time (incl. set up): _____	Start Time (incl. set up): _____	Start Time (incl. set up): _____
End Time (incl. clean up): _____	End Time (incl. clean up): _____	End Time (incl. clean up): _____

4. Rental Fees

Rental Rate: \$20/hour (minimum 2 hours)

<i>Date</i>	<i>Hours</i>	<i>Rental Fee \$20/hour</i>	<i>Subtotal</i>
SUBTOTAL			
FEES / DISCOUNTS			
TOTAL RENTAL COST:			

DDHS members of good standing may qualify for a discount on room rentals. Member discounts cannot be used for more than one event every two months.

Accepted Forms of Payment:

Cash, debit or credit card in person at the Didsbury Museum
 Electronic Money Transfer (EMT/e-transfer) to DDHS@telusplanet.net
 Mailing a cheque to: Didsbury Museum PO Box 1175, Didsbury AB T0M0W0

OFFICE USE ONLY				
Payment Method:	<input type="radio"/> Cash	<input type="radio"/> Cheque	<input type="radio"/> Credit Card	<input type="radio"/> EMT
Date Payment Received:				

I, as the representative for this booking, have read and fully understand and acknowledge all terms and conditions stated in this Didsbury Museum Facility Rental Agreement for the afore mentioned booking.

(Please sign below in BLUE ink)

_____	_____	_____
<i>Representative Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Didsbury Museum Rep.</i>	<i>Signature</i>	<i>Date</i>

5. General Information

Facility Rental Includes Use of the following (*after Orientation*):

- 6 six-foot tables
- 48 cushioned chairs (up to 8/table)
- Fridge/Freezer, Stove, Microwave, Sink
- Coffee Pot (12-cup and/or 36-cup)
- Wall mounted projector screen
- LED Digital Projector (ceiling mounted with micro HDMI connection)
- Air Conditioning (Mercantile Room Only)
- Free WiFi (password required)
- Electric Kettle
- Cutlery & Serving Utensils
- Dishes (plates, bowls, etc.)
- Coffee Cups, Teacups, Water Glasses
- Accessible Washrooms
- Elevator Use

Coffee, tea and bottled water are not included in the rental fees.

All rentals are booked with the Museum Manager. Volunteers and Board Members do not have the authority to make or change bookings.

All rentals are paid prior to the event booking, and must be paid through the Museum Manager (Tuesday to Friday, 10am – 4pm) unless alternate arrangements have been made.

The renter is responsible for their attendees and must be on site at all times of the booking.

Event attendees are welcome to tour the facility, but all food and beverage *must* remain within the Mercantile Room and not carried or consumed in any other room of the Didsbury Museum.

Should it be determined that the condition of any part of the facility or its equipment have been negatively affected or missing, additional charges will be invoiced to the representative.

The DDHS reserves the right to have a representative inspect the function during the event.

The DDHS reserves the right to take photographs of the facility during your event. All photographs will be used strictly for promotional purposes.

Absolutely no open flames on or in the premises including birthday candles and sparklers.

Absolutely no smoking inside the museum or on museum property.

The driveway is available for loading and unloading, but reserved parking for DDHS Staff and Hosts. Renters shall not occupy the driveway unless prior arrangements have been made.

6. Facility Set Up and Take Down

The set up and take down / clean up for the event shall be completed by the renter. Set up and take down of chairs, tables, decorations or other paraphernalia for the event will be during operating hours of the Didsbury Museum. If set up or take down is required outside of the operating hours of the Didsbury Museum, additional charges may apply.

All renters shall leave the premises as they found it and shall be responsible for cleaning and sanitizing. This includes, but is not limited to, stacking of extra chairs, putting away of chairs, wiping off tables, doing dishes, removing any food and drinks, sweeping and mopping of the facility and removal of the garbage / recycling where appropriate.

All decorations, equipment, food, beverages and other paraphernalia brought in by the renters shall be removed from the premises immediately following the event unless alternate arrangements have been made at the time of booking.

7. Cancellation

An administration service charge of 50% of the facility rental fee may be charged on all rental cancellations received under seven (7) days notice from the rental date with the remainder being refunded. Any cancellations prior to the seven (7) days notice may be subject to a \$10 administrative fee.

8. Liquor License

Renters of the facility must secure an Alberta Gaming and Liquor Commission (AGLC) Liquor License. The renters must post the liquor license 24 hours prior to the event.

The renter must acquire Special Events License and provide proof of Comprehensive General Liability Insurance with a limit of no less than two million dollars (\$2,000,000) to cover the host liquor liability exposures and which names the Town of Didsbury as an additional insured party.

The liability insurance should have an expiration time of 12:00am. Groups not purchasing this host liability insurance will be denied the opportunity to serve liquor at their event.

All persons serving liquor MUST be AGLC Pro-Serve Certified if you are holding a public event.

There will be no consumption or taking open liquor outside of building.

If your group brings in liquor without the required insurance and licence, we, the Didsbury and District Historical Society (Didsbury Museum) accepts no liability due to your user group negligence. The Didsbury and District Historical Society (Didsbury Museum) also reserves the right to cancel your booking.

9. Indemnity

The renter shall indemnify and find harmless the Didsbury and District Historical Society (Didsbury Museum), including employees, officers, agents and volunteers from any and all losses, cost, damage, action, cause of action suits, claims and demands resulting in anything done or immitted to be done by the Didsbury Museum of purported pursuance of this agreement.