

# Edmonton OTS Park Rental Guidelines & Information

Version October 2017

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## Park Facilities

1. Air-conditioned Hall – seating capacity 763
  - a) 460 only cushioned stacking chairs (for use in the hall only)
  - b) 55 only 60" round tables, seat 8 people (for use in the hall only)
  - c) 10 only 30" X 72" tables (for use in the hall only)
  - d) 16 cubic foot freezer
  - e) 1 cooler (fridge) behind the bar
  - f) 2 coolers (fridges) in the food prep area
  - g) 15 foot bar
  - h) Podium
  - i) Large wood fireplace
  - j) 260 square foot stage
2. Deck – 2,225 square feet – seating capacity 165
  - a) 37 only Aquaba classic arm chairs
  - b) 11 only Aquaba 32" square tables
3. 10 Acre Park complete with
  - a) Playground set and swing sets
  - b) 4 Horseshoe pits
  - c) 48" fire pit complete with a 24 foot diameter paving stone pad
  - d) Oil patch museum with 60 plus exhibits

## Goods and Services Tax

1. GST will be added to all charges.

## Cancellation policy

1. Deposit will be refunded only if another booking can be made for the cancelled date(s).

## Deposit

1. A \$1,000 damage deposit must accompany one fully executed copy of the agreement, which must be received by the OTS before the date(s) requested will be guaranteed for you.

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## Park Rental Rate Schedule

1. The daily **Member's** Park / Hall rental rate is \$700.00 plus GST for the first 100 people and \$2.50 plus GST for any additional people.
2. The **Non-Member's** daily Park / Hall rental rate is \$800.00 plus GST for the first 100 people and \$2.50 plus GST for any additional people.
3. Weekend Package Rates – Full rate for Saturday, 50% discount for Friday setup and decorating and / or 50% discount for Sunday cleanup. **Full rates apply if rehearsal dinners, gifts openings or other similar functions are held on the Friday and / or the Sunday.**
4. Park rental only, with no access to the Hall and must use the port-a-potties with less than 100 people: **Members** - \$300 per functions, **Non-Members** - \$400 per function. This rate is valid only from Monday to Thursday.

## Other Charges

1. SOCAN license fees, if music is to be played or performed at any event at the OTS Park, a performing right license is required. The license fee collected by the OTS will be remitted to the Society of Composers, Authors and Music Publishers of Canada (SOCAN). SOCAN is a non-profit organization which, under the Copyright Act of Canada (R.S., C.55, S.1) is authorized to collect for the public performance of music in Canada. SOCAN distributes the money collected to Copyright owners in the form of a royalty. We are required by federal law to charge a performing rights license under Tariff 8. These fees are approved by the Copyright Board and are published annually in the Canada Gazette. The rates per day are:

<u>Attendance</u>	<u>Without Dancing</u>	<u>With Dancing</u>
1 to 100	\$22.06 + GST	\$44.13 + GST
101 to 300	\$31.72 + GST	\$63.49 + GST
301 to 500	\$66.19 + GST	\$132.39 + GST
Over 500	\$93.78 + GST	\$187.55 + GST

2. Sound system complete with a wireless microphone, satellite radio and the ability to plug an iPod or a MP3 player into it. - \$100.00 per day plus GST
3. Fountain pop system complete with ice, Coca Cola, Diet Coke, Canada Dry Ginger Ale, Sprite, Clamato Juice, Cranberry Juice, Orange Juice and Lime Juice is available for a fee of \$1.20 per person per day plus GST.
4. If the cleanup is not completed a charge of \$50.00 per hour plus GST will be charged to complete these duties.

## Renter's Responsibilities

1. Responsible for leaving the facility in the shape it was when you arrived for your function; including, but not limited to:
  - a) Remove all decorations and tape.

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- b) All tables and counter tops cleaned and washed down.
- c) Hall floors swept and mopped – tables and chairs moved to insure floor is completely swept and mopped.
- d) All carpets at entries & stage vacuumed.
- e) Bar cleaned and washed, floors swept and mopped.
- f) Kitchen prep table, countertops, sinks and stove (oven if used) cleaned and wiped down, floor swept and mopped.
- g) Coolers wiped down, any food spillage cleaned
- h) Washroom floor swept and mopped: sinks, taps, mirrors, toilet bowls and urinals cleaned.
- i) Garbage must be bagged and placed outside.
- j) All trash and cigarette butts outside the building must be picked up and disposed off - including the parking lot, deck and fire pit.
- k) Responsible for any loss or damage to property occurring during the rental period.

## Park Rental Guidelines

1. Overnight Camping is available at a cost of \$25.00 per RV per night plus GST with the following conditions:
  - a) No tents (motor homes, fifth wheels or trailers only)
  - b) No campfires on the grounds other than in the Park fire pit. Fire must be extinguished by 12:30 AM.
  - c) No power, water or sewage hook-ups
  - d) Parking only permitted in designated areas.
  - e) Shut down by 12:00 AM
  - f) Parties to depart grounds by 10:00 AM.
2. Pets
  - a) Dogs and cats are allowed as long as you can control them
  - b) Owners must clean up after them.
  - c) All issues or injuries associated with the pets are the responsibility of the pet owner

## Other Renter's Concerns

1. Possession time – 10:00 AM unless otherwise arranged
2. Clean-up deadline – 7:00 AM of the following morning unless otherwise arranged
3. Linens, dishes, pillars, trees, drapes, etc is the responsibility of the renter or the renter's caterer and must be removed by 7:00 AM of the following morning unless otherwise arranged.

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## Liquor License

1. The Renter must obtain a liquor license for any function where liquor is consumed unless the Edmonton Oilfield Technical Society is providing the bar for your function.
2. The Renter must abide by all of the Laws of Alberta and the Alberta Gaming and Liquor Commission guidelines with respect to the liquor license.
3. Liquor can only be consumed in areas licensed. Consumption is not allowed in the parking lot.
4. The permit can be purchased at any liquor store
  - a) A resale license cost approximately \$20,
  - b) A non-sale license cost approximately \$10
5. Underage drinking is strictly prohibited. The Renter is specifically responsible to ensure that there is no underage drinking at the park and hall while it is under their control. The Renter will be held accountable for any consequences (legal or otherwise) due to underage drinking.
6. Last call for bar services may be no later than 1:00 AM with consumption no later than 2:00 AM. All guests must vacate the premises no later than 2:30 AM.

## Insurance / Liability

1. It is strongly recommended that if alcoholic beverages are being consumed, that "Host Liquor Liability Insurance" be purchased. This can generally be purchased through the same insurance company that your home or car is insured with. Should your broker not be able to provide that said insurance, you can contact our broker MHK Insurance Inc. at (780) 454-9363.
2. Anyone using the described park and hall does so at their own risk. Children must be closely supervised while they are in the park and hall. The OTS is not responsible for incidents causing injury.
3. The Renter is responsible for all users, guests, persons in relation to the use and occupancy of the property and will be charged for any damages.

## Caterer

1. The renter can use whoever they want to caterer their function.