

Edmonton OTS Park Rental Guidelines & Information

Version 2021

Park Facilities

1. Air-conditioned Hall – seating capacity 763
 - a) 420 only cushioned stacking chairs (for use in the hall only)
 - b) 50 only 60" round tables, seat 8 people (for use in the hall only)
 - c) 12 only 30" X 72" tables (for use in the hall only)
 - d) 1 coolers (fridge) behind the bar
 - e) 2 coolers (fridges) in the food prep area
 - f) 15-foot bar
 - g) Podium
 - h) Large wood fireplace
 - i) 260 square foot stage
2. Deck – 2,225 square feet – seating capacity 165
 - a) 30 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.

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.

Cancellation policy

1. Deposit will be refunded only if another booking can be made for the cancelled date(s). If the rental has to be cancelled due to the Covid-19, an administration fee of \$50.00 will be charged and the balance of the deposit will be refunded.

Caterer

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

Edmonton OTS Park Rental Guidelines & Information

Version 2021

Park Rental Rate Schedule

1. The daily **Member's** Park / Hall rental rate is \$700.00 plus GST for the first 100 people and \$3.00 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 \$3.00 plus GST for any additional people.
3. An additional charge of \$200.00 plus GST will be applied for all wedding ceremonies held at the park.
4. Weekend Package Rates – Full rate for Saturday, 50% discount for Friday (**10:00 am to 6:00 pm**) setup and decorating and / or 50% discount for Sunday cleanup (must be completed by **4:00 pm**). **Full rates apply if rehearsal dinners, gifts openings or other similar functions are held on the Friday and / or the Sunday. Time periods exceeded on the Friday and/or Sunday will be billed at \$100.00 per hour plus GST**
5. Park rental only, with no access to the Hall and must use the port-a-potties with less than 100 people: **Members** - \$400 per functions, **Non-Members** - \$500 per function. This rate is valid only from Monday to Thursday.

Other Charges

1. SOCAN and Re:Sound

By federal law (The Copyright Act of Canada), we are required to charge a performing rights SOCAN license fees under Tariff 8 to songwriters, lyric authors, composers and music publishers; plus, a public performance Re:Sound license fees under Tariff 5.B to the performers and makers of sound recordings. For more information on these fees go to www.resound.ca and www.socan.ca.

When using only live performers (bands, singers, choirs) the daily rates 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

When using recorded music, including Disc Jockeys, the daily rates are:

<u>Attendance</u>	<u>Without Dancing</u>	<u>With Dancing</u>
1 to 100	\$31.31 + GST	\$62.64 + GST
101 to 300	\$45.02 + GST	\$90.12 + GST
301 to 500	\$93.95 + GST	\$187.91 + GST
Over 500	\$133.11 + GST	\$266.21 + 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

Edmonton OTS Park Rental Guidelines & Information

Version 2021

3. Fountain pop system complete with ice, Coca Cola, Diet Coke, Canada Dry Ginger Ale, Sprite, Clamato Juice, Cranberry Juice, Orange Juice and Margarita Mix is available for a fee of \$2.00 per person per day plus GST.
4. To ensure that the Alberta Health Services strict cleaning and sanitation guidelines are followed, the final cleaning and sanitation must be completed by our caretaker. The clean-up / sanitation fee is \$50.00 per hour plus GST.

Renter's Responsibilities

1. The Renter can significantly reduce the cleaning and sanitation cost by leaving the facility in the shape it was when you arrived for your function. The renter should:
 - a) Remove all decorations and tape.
 - b) All tables and counter tops cleaned and washed down.
 - c) Hall floors swept – tables and chairs moved to ensure floor is completely swept.
 - 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.
 - g) Coolers wiped down; any food spillage cleaned
 - h) Washroom floor swept, sinks, taps, mirrors, toilet bowls and urinals cleaned.
 - i) Garbage must be bagged and placed in outside bins.
 - j) All trash and cigarette butts outside the building must be picked up and disposed off - including the parking lot, deck and fire pit.
2. Failure to do any of the above cleaning will result in higher clean-up / sanitation charges.
3. The Renter is 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

Edmonton OTS Park Rental Guidelines & Information

Version 2021

- 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 are 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.

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 liquor license can be purchased on-line at <https://aglc.ca/liquor/liquor-licences/applying-licence/liquor-licences-private-special-events>
 - a) A resale license cost approximately \$25,
 - 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.
4. The Renter must abide by all Federal, Provincial and Municipal laws and Covid-19 guidelines.