



Policy Number
Policy Type
Policy Name

REC-R1
Rental
Rental Policy of the AGT Community Centre

Revision Date 1 January, 2020
Revision Date 2 July, 2022
Revision Date 3 June, 2023

PURPOSE

To ensure there is clear guidelines laid out for those renting space within the AGT Community Centre & Fairgrounds.

POLICY

1. Set up and tear down of a room/facility is the responsibility of the renter.
 - Tear down must be complete by 11:00 am the following day, unless additional time is approved by the Recreation Director.
2. All space(s) and materials used will be left in the same manner and location the renter had found them, clean, tidy and ready to re-rent.
 - Bar jiggers must be returned to their bucket within the mezzanine bar, in a clean state.
 - Rentals which include the projector must be booked in advanced and based on availability.
3. Larger events will be granted access to the room/facility 24 hour prior to event. Additional time may be provided based on availability on staff and facility.
4. Any permits required will be the responsibility of the renter. The renter must notify the Recreation Director once the permits are in place.
5. Payment for rentals must be completed no later than one business day before rental takes place.
6. Any liabilities that may occur will be the responsibility of the renter, and will not fall onto the Eston & District Recreation Committee.
7. A damage deposit cheque may be necessary prior to rental for the following groups and rooms;
 - Mezzanine- \$200 (excluding meetings)
 - Hall- \$300
 - Curling Rink- \$400
 - Hockey Arena- \$500
 - Rec Hockey Teams- \$900 (time charged per day)
 - o Minor and rec hockey will be charged the attached rates, only when there is additional ice time requested and/or for a tournament booking.
8. A walk through will be done by the Facility Manager to determine if items were damaged.
 - If items were damaged, the Recreation Director will cash the damage deposit cheque to repair items and reimburse the renter the remainder of the cheque.
 - If items are not damaged, the Recreation Director will return the cheque to the renter.

Charging of Rental Breakdown

9. All commercial/private functions will be charged for the use of the AGT Community Centre and fairgrounds.
10. Any community group board meetings will not be charged.
11. Any fundraising events benefiting the community will not be charged, including the rental of tables and chairs.
12. Any RM Snipe Lake or Town of Eston events will not be charged and are exempt from damage deposits.
13. All groups will be charged for ice rentals.

FEE STRUCTURE

RESOLUTION # :

2020-032

THAT the following fees are set for facility/equipment rentals:'

Room/Facility	Hourly	Half Day	Full Day
Board Room	\$30	\$60	\$100
Bowling Alley	\$50	\$130	\$180
Centennial Hall (lobby incl)	\$90	\$210	\$350
Curling Ice (lobby incl)	\$100	\$280	\$400
Entire Complex (ice in)	\$550	\$1,500	\$2,500
Entire Complex (ice out)	\$425	\$1,100	\$2,000
Hockey Arena - no ice (lobby incl)	\$125	\$300	\$500
Kitchen	\$30	\$85	\$120
Mezzanine	\$50	\$100	\$250
Ice Rentals			
Minor Hockey	\$120	\$340	\$790
Rec Hockey & Private	\$135	\$380	\$900
Annual Rec Hockey Team			\$3500
Curling Ice	\$120	\$340	\$700
Fairgrounds			
Ball Diamond (groom incl.)	\$25		\$50
Batting Cages (inside)	\$25	\$50	\$75
Items			
Projector (based on avail.)			\$50
Chairs (off site)			\$10/10
Tables (off site)			\$10
Tables (off site) with 8 chairs			\$15