

Bold Center, McArthur Place and Plamondon Arena Facility Booking Request Form



where *life* happens



FACILITY BOOKING REQUEST FORM

for the Bold Center, McArthur Place and Plamondon Arena

To book a facility at the Bold Center, McArthur Place, or Plamondon arena please complete this Facility Booking Form and submit it to the Bold Center Front Desk with payment (see Item #1); or email to bookings@lacobichcounty.com with credit card payment.

1. **PAYMENT:** 25% down payment + the full Damage Deposit are due immediately to confirm the booking; EXCEPT for Birthday Parties and Private Hockey Bookings which will require Full Payment at time of booking. Remainder of the payment must be paid one week prior to the event date. The Damage Deposit amount (\$100 or \$500) will be dependent on the type of event you are booking.
2. Acceptable payment: VISA, MasterCard, AMEX, cash, debit, or cheque payable to: Lac La Biche County.
3. **CANCELLATIONS:** if cancelled more than 90 days before the event date the charge is \$25.00; less than 90 days the cancellation fee will be ½ the rental cost, if less than 30 days the cancellation fee will be the full rental cost.

Booking for PRIVATE Event	Booking for an ORGANIZATION Event
<i>(ie; wedding, bridal / baby shower, birthday, etc.)</i>	<i>(ie; meetings, tradeshow, curling bonspiel, tournaments, etc.)</i>
Name/Agent: _____	Name of Organization: _____
Email: _____	_____
Birthday (MM/DD/YR): _____	Agent requesting the booking: _____
Mailing Address: _____	Email: _____
Town: _____ P-Code: _____	Mailing Address: _____
Home #: _____	Town: _____ P-Code: _____
Cell #: _____	Work #: _____ Cell #: _____
Work # _____	Fax #: _____
Fax #: _____	

NAME OF EVENT: _____

Date(s) of Event: _____ Time: start _____ end _____

Will this function reoccur? YES or NO **IF YES**, please list dates and times: _____ *(attach sheet if req'd)*

NOTE: Payment will be required for the 'reoccurring date(s)' at the time of the original booking.

TOTAL # IN ATTENDANCE _____ Is FOOD being served: ___ Yes ___ No

LIQUOR being served? ___ Yes ___ No **IF YES**, a Liquor License copy must be provided to the Bold Center 7 days before function is held.

INSURANCE REQUIREMENT: The Owner requires certain activities meet minimum insurance requirements. Activities requiring insurance include, but are not limited to, hockey, ringette, ball hockey, and events with alcohol. Please see Appendix A, Item #4.

MUSIC: Will music be part of your event? ___ Yes ___ No **IF YES**, will there be dancing? ___ Yes ___ No

If music is part of your event Lac La Biche County is mandated by Federal Law to collect a licensing & copyright fee on behalf of SOCAN and ReSound. The fee will be dependent on the facility you rent, and these music fees are mailed to ENTANDEM, a non-profit agency in Toronto on a quarterly basis. *SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. ReSound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights.*

Your personal information is being collected under the authority of and pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Manager, Legislative Services for Lac La Biche County at 780-623-6806.

If your booking request exceeds the regular facility hours you will be subject to additional hourly fees and charged accordingly.

14. All incidents/accidents are to be reported immediately to The Owner's personnel, following their Emergency Procedures as instructed by the administration.
15. The Renter must abide by all facility regulations posted.
16. All youth participants must always have adult supervision in attendance.
17. Any additional setup time required needs to be arranged at the time of the booking and will be charged accordingly. The Owner does not have the facilities available to store the Renter's belongings prior to or after your facility rental time.
18. Keys/Swipe cards, if required, will be issued and returned to the Bold Center Guest Services desk.
19. Facility keys for the hockey/soccer change rooms are available for sign out at the Bold Center Guest Services desk, or Plamondon office, and are the responsibility of the individual who signs them out. If unreturned, this individual or the Organization will be contacted to return the keys or may be charged for replacement.
20. Emergencies or situations beyond the reasonable control of The Owner may result in cancellation of the Rental Contract. The Owner shall give The Renter as much notice as reasonably possible. Alternate times may be negotiated.
21. Maximum room capacity shall not be exceeded.
22. Participants are not allowed to access other facilities within Bold Center, McArthur Place and Plamondon Arena during the duration of their booking.
23. The Renter must have written approval from The Owner to affix anything inside or outside the Facility. Decorations, if approved, are to be fireproof material. No decorations and/or tape are allowed on drywall area of walls. No tape allowed hanging decorations on walls. No staples, tacks or nails to be used on ceilings or walls. Nothing will be removed from the walls, (ie; plaques, flags, framed pictures, etc.). All decorations must be completely removed immediately after the function is over. Only battery operated tealight candles, *not real candles*, permitted in the facility. Confetti not allowed in facility.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

The Owner, by its authorization representative, (Name of staff member - _____)

_____ **X** _____
Witness **Renter** (Please sign on the above line next to the **X**)

To be completed by Lac La Biche County Bold Center staff

Booking Request Form received: ___ in-person ___ email ___ fax Date Received: _____ Staff Initial _____

Facility booking processed by: _____ Permit # _____

Damage Deposit received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX
 Full Damage Deposit refund Yes ___ No ___ Amount _____ Date processed _____ Staff Initial _____
 Partial Damage Deposit refund Yes ___ No ___ Amount _____ Date processed _____ Staff Initial _____
 {if partial refund indicate reason(s) below}

25% Down payment received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

Full payment received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

Remainder of O/S balance received Yes ___ No ___ Amount _____ Date received _____ Staff Initial _____
 ↳ Paid by: Cash Cheque # _____ Debit VISA MasterCard AMEX

SOCAN Music License Fee Applicable/Not applicable Amount _____ Date received _____ Staff Initial _____

ReSound Music License Fee Applicable/Not applicable Amount _____ Date received _____ Staff Initial _____

Liquor License received Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Insurance Certificate received Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

User Agreement signed Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Keys/Swipe Cards signed out (if applicable) Yes ___ No ___ Not applicable _____ Date received _____ Staff Initial _____

Reason(s) for partial refund returned on Damage Deposit: _____

_____ (Custodial staff name: _____)