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## ***FACILITY BOOKING AGREEMENT***

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Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Date requested: \_\_\_\_\_ Times: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Type of event: \_\_\_\_\_

Al Robertson Room     Main Foyer     Deck     Parking lot     Kitchen

Other \_\_\_\_\_

Event Size:     Small (under 50 people)     Medium (50 to 99)     Large (100 & over)

Number of Guests: \_\_\_\_\_

Tentative:     NO     YES

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**Booking Agreement**    **A contract for each booking is required by Centre 2000. Your booking will be confirmed upon returning the signed agreement to the Centre 2000 administration office.**

**Fees & Deposits**    Centre 2000 may require a deposit for your booking. This may include large functions and extended workshops, or as required by management. If required, deposits will be due with the booking agreement. This amount will be applied towards the outstanding balance of the facility rental. Centre 2000 reserves the right to retain the deposit if the confirmation booking is cancelled. Damage deposits may also be required and will be returned if no additional damage has reflected as a result of the booking. Damage Deposits may vary depending on function and length of booking.

**Setup/Takedown**    Setup and takedown must be conducted on the day of the event, unless otherwise approved. A fee will be applied if setup is required by Centre 2000 or additional setup/takedown is required. Events that have food and alcohol service will be charged an additional janitorial fee (determined at time of booking, depending on size of event).

**Liabilities**    The client is responsible for any damages incurred to the facility during their use. The client agrees to reimburse the Centre for any damages resulting from the event. The client agrees to carry appropriate insurance to cover potential liabilities of said event and copies to be provided to Centre 2000 (i.e. PAL Insurance)

**Beverages**    **Coffee and Tea Service** is available through Centre 2000 for an additional fee

**Alcoholic Beverages:**

- Required liquor permits must be in place prior to service or consumption at an event and copies provided to Centre 2000 prior to event. PAL Insurance is required if alcohol is being served. Copies must be provided to Centre 2000 prior to the event.
- Consumption in the main foyer permitted only when the facility is closed to the public
- Beer and Wine Coolers must be poured into glasses for serving and/or consumption.
- Glass bottles will not be allowed in the facility. Cans and plastic cups are acceptable.

**Security**

An after hours security fee is applicable for any rentals outside of normal office hours (8:30am - 4:30 pm Monday - Friday)

**Small and Medium Events:** Centre 2000 staff or Security required (\$20/hr).

**Large Events:** Professional Guard and Centre 2000 staff required (Guard rate +\$20/hr).

The client is responsible for contracting a professional guard when necessary, and agrees to reimburse the Centre for all unexpected security costs incurred as a result of the event (i.e. False alarm causing a guard response).

*The above points are subject to AGLC regulations if alcohol is being served.*

**SOCAN Fees**

Society of Composers, Authors and Music Publishers of Canada (SOCAN) is the Canadian copyright collective that administers the performing rights of more than 100,000 composer, author and music publisher members by licensing the use of their music in Canada. They collect license fees on their behalf. SOCAN Fees are collected anytime music is played for public use. These fees will be passed on with no up charge. Fees are listed below.

	<i>Main Foyer</i>	<i>AR Room</i>
<i>Music only</i>	<i>\$29.56</i>	<i>\$20.56</i>
<i>Music &amp; Dance</i>	<i>\$59.17</i>	<i>\$41.13</i>

**Catering**

Centre 2000 does not have an exclusive contract with any caterers. We can co-ordinate catering services for an additional administration fee. AHS credentials are required for any caterer providing services at the facility. The kitchen may be used to prep and to store food during events. All perishables (including garbage) and supplies **MUST** be removed from the building by the completion of the event. If there are perishables left in the building, management reserves the right to dispose of. If this constitutes a cost to Centre 2000 the booking client will be billed a minimum service charge of \$150.00. Any additional costs for damages due to the caterers use will be billed to the client at the discretion of Centre 2000 management.

**Smoking**

Centre 2000 is a NON SMOKING facility. Smokers are required to use designated areas:  
- At the Rear of the Building  
- At the Northwest Corner of the Building  
Both locations are identifiable by the aggregate ashtrays.

Signature indicates having read, acknowledged, and understand the details of this booking agreement.

**CLIENT REPRESENTATIVE**

**CENTRE 2000 REPRESENTATIVE**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## Rental Details & Additions

### Rental Fees

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- Main Foyer      \$600.00 per day      \$360.00 per half day  
 Setup required \$75.00       No setup requested

- Al Robertson Board Room     Half Day    \$100.00     Full Day    \$180.00

The Al Robertson Room comes setup in boardroom style

- Setup required \$25.00       No setup requested

- U-Shape     Theater     Classroom

- Parking lot - case per case basis

- Other \_\_\_\_\_

Note: less than 4 hours is considered half day, over 4 hours to 8 hours is considered full day

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### Equipment Available & Rental Fees

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- WIFI                      n/c  
 Podium                    n/c  
 Projector                      \$150.00 per day  
 Projector Screen 10 x10      \$100.00 per day  
 Sound System                \$100.00 per day

Rental Fee                      \_\_\_\_\_  
Equipment Fee                \_\_\_\_\_  
Security Fee                    \_\_\_\_\_ Hours @\$ \_\_\_\_\_ = \_\_\_\_\_  
Room Setup Fee                \_\_\_\_\_  
Other Fees                      \_\_\_\_\_  
SOCAN Fee                      \_\_\_\_\_  
**Subtotal**                        \_\_\_\_\_  
GST                                \_\_\_\_\_  
**Estimated Invoice**            \_\_\_\_\_