



Eagle Builders Centre
ARENA ICE 2
Facility Rental Information Package

Town of Blackfalds Facility Rentals

Guest Services-Abbey Centre
4500 Womacks Road
403.885.4039
guestservices@blackfalds.com

Updated October 16, 2020



Eagle Builders Centre – Arena 2

5302 Broadway Avenue

Quick Overview

Acceptable usage can be meetings, seminars, workshops, pre-approved commercial use or celebration parties (i.e. birthday, anniversary, weddings or fundraisers).

Size: 85' X 200'

Capacity: 500 in stands

Amenities

- 5 Dressing Rooms
- In house PA and sound system
- Overhead loading bay door
- Concession
- Common Area in Lobby with TVs

Rental Ice Rates

	LOCAL	NON-LOCAL	LOCAL NON- PROFIT	JUNIOR HOCKEY
Hourly	\$165.00	\$198.00	\$99.00	\$140.25

Dry Floor Rates

	LOCAL	NON-LOCAL	LOCAL NON- PROFIT
Hourly	\$82.50	\$99.00	\$49.50
Daily Rental	\$660.00	\$792.00	\$396.00
Friday 12:00pm to Sunday 6:00pm	\$1320.00	\$1584.00	\$792.00

***Local** – Individuals who pay their taxes to either the Town of Blackfalds or Lacombe County*

***Non-Local** – Individuals who do not pay their taxes to the Town of Blackfalds or Lacombe County*

***Local Non-Profit** – Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or cities in Lacombe County*

Daily rates are for a maximum time of 8 am the day of the event to no later than 12 am.

Rentals include the full use of all Eagle Builders Centre – Arena 2 amenities.

Booking Deposit

A \$300.⁰⁰ Booking Deposit, or the full amount of the rent (if less than \$300.⁰⁰), is required to confirm the booking date(s) and should be paid immediately. **The \$300.⁰⁰ Booking Deposit is non-refundable.**

Cancellation Policy

Town of Blackfalds must receive a completed Facility Cancellation Request Form before refunding of fees occurs. For rentals under \$300 all fees will be withheld. For rentals over \$300 and the cancellation occurs less than 30 days from the event date, all fees will be withheld. For rentals over \$300, if the cancellation occurs more than 30 days prior to the rental date, a \$300 nonrefundable booking fee will be retained, and the remainder of the facility fees will be refunded with a cheque. In the event that a State of Emergency or other circumstance deemed important by the Town of Blackfalds, this facility may be required by the Town resulting in the cancellation of your booking and a full refund being issued.

Damage Deposit

A Damage Deposit of \$300.⁰⁰ is required before the first scheduled date(s). The Damage Deposit will be deposited directly into the Town of Blackfalds bank account until it is determined if damage has occurred, rules were followed and / or extra cleaning was required. If any of the previous are reported, all or a portion of the Damage Deposit will be withheld to compensate, and the balance will be refunded within three weeks (fifteen business days) of the booking date(s).

Balance

The Balance of the rent, after the Booking Deposit is paid, is due prior to the booking date(s). ALL payments are non-refundable. Rentals between September and December must be paid no later than September 1st or prior to the first booking, whichever is first. Rentals between January and March must be paid no later than January 15th.

Emergency Phone Numbers

Fire, Ambulance, Police: 911

Town of Blackfalds Office: 403-885-4677

Community Services 'on-call' personnel: 403-357-9888

Additional Services

Additional services such as additional ice floods and dressing room requirements should be clearly defined at the time of booking. Any of the additional services ordered that are unused will not be refunded.

Cancellation of Facility Use

Cancellation of the facility by the renter must take place no later than two weeks (ten business days) prior to the scheduled date(s) in order to receive the facility rental fee return less the \$300 booking deposit. No refund for cancelled ice will issued.

The Community Services Department reserves the right to cancel and / or reschedule any booking provided written notice of the cancellation and / or rescheduling is given at least 1 month (20 business days) prior to the booking date(s).

The Community Services Department reserves the right to close the Eagle Builders Centre – Arena 2 as a result of inclement weather or any other circumstances that arise which may result in damage to the facility or danger to the participants. In this case a full refund will be issued.

Hours of Booking

Ice rentals will be available beginning in early September and will end at the end of March. The facility will be open for bookings at 6 a.m. until 12 a.m.

Facility Maintenance

All renters are expected to clean all areas of the Eagle Builders Centre – Arena 2 they use (ie dressing rooms). Any part of the facility which is properly clean may be subject to loss of rental privileges without refund and additional cleaning/maintenance costs.

Alcohol and Tobacco

The Eagle Builders Centre – Arena 2 is an alcohol and tobacco free facility. This is a zero-tolerance facility and anyone not following this will be subject to removal from facility and banning from facility.

Clean-up

The entire facility must be left in a clean and orderly fashion prior to vacating the facility. All personal belongings must be removed from the premises and all equipment must be returned to its proper storage area. It is necessary to make sure that the entire Eagle Builders Centre – Arena 2 area is cleaned properly, especially the dressing rooms. The renter is responsible for the clean-up.

Responsibility & Insurance

The individual signing the Eagle Builders Centre - Arena 2 Ice contract is responsible for not only the set-up and organization of the event, but to also ensure that all rules and regulations are followed from the event start time to the event completion time as stated on the contract. The renter shall indemnify and save harmless the Town of Blackfalds, its agents and employees, from and against claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the Eagle Builders Centre – Arena 2 unless proven to be directly caused from gross negligence by the Town of Blackfalds. If the renter does not normally carry liability insurance coverage, he / she may wish to consider obtaining appropriate insurance coverage specifically for the booking / event.

I have read through, understand, and agree to the Eagle Builders Centre – Arena 2 Rules and Regulations. I have initialed at the bottom of each page.

Emergency Phone Numbers

Fire, Ambulance, Police

911

Guest Services

403.885.4039

Community Services (after hours)

403.357.9888

Vacating the Facility

The Eagle Builders Centre – Arena 2 must be vacated at the completion time stated on the contract so Building Services may perform clean-up and table/chair takedown. If the facility is not vacated as agreed in the contract, charges will be applied against the damage deposit.

All booking payments, facility fees & damage deposits can be made at or mailed to:

Town of Blackfalds
Guest Services-Abbey Centre
Box 220, 4500 Womacks Rd
Blackfalds, AB T0M 0J0

All cheques are payable to Town of Blackfalds

RENTERS AGREEMENT & RESPONSIBILITY

I have read, understand and agree to comply with Eagle Builders Centre – Arena 2 Rules and Regulations.

Renter's Signature

Date (MM/DD/YY)

Guest Services Signature

Date (MM/DD/YY)

As the before mentioned renter, the individual signing the Eagle Builders Centre – Arena 2 contract is responsible for the set-up and organization of the event as well as to also ensure that all rules and regulations are followed from the event start time to the event completion time as stated on the contract. This signed and dated Information Package must be sent or returned to Guest Services including all fees and a copy of the signed contract by the requested date to generate a complete booking.

The renter shall indemnify the Town of Blackfalds, its agents and employees, from and against any claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the Eagle Builders Centre – Arena 2, unless proven to be directly caused from gross negligence by the Town of Blackfalds.

Personal information is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. Questions regarding this collection of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403.885.6248.