



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Community Services and Recreation</b>		<b>Policy Number: CSR0003</b>	
<b>Approved Date: October 30, 2000</b>	<b>Effective Date: October 30, 2000</b>	<b>Revision Date:</b>	
<b>Authority: 7<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 4</b>	

**TOPIC: SPECIAL EVENTS RENTAL AGREEMENT**

**Policy Statement:**

Special Events Rental Agreement

Between:

Herein after called *OPERATOR*

And: Town of Happy Valley-Goose Bay

Herein after called *TOWN*

The operator hereby enters into an agreement with the Town to operate a special event, namely \_\_\_\_\_ at the E.J. Broomfield Memorial Arena on the following dates:

In consideration for holding the above event, the operator agrees to pay the Town at the rate of \$500.00 plus H.S.T. per day. This amount includes all days during which normal Arena operations are affected by the above event. The total amount is payable at the conclusion of the special event.

**Services Included in the Rental Amount**

The following services are included in the rental fees charged:

Use of all dressing rooms, conference room, and two (2) storage rooms.

- All tables and chairs
- P.A. System (if required)



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**TOPIC: SPECIAL EVENTS RENTAL AGREEMENT Continued**

**Policy Statement:**

**Services not included in the Rental Rate Amount**

The Following are not supplied in the above rental Fees:

- Parking lot attendants as per specifications.
- Box Office Staff.
- Evening Clean-up as per specifications.
- Additional Security personnel

The operator acknowledges and agrees:

1. That the Town is represented by the Tourism, Parks & Recreation Director or his designate.
2. That they will, at their expense, provide the minimum staff required as outlined in the specifications For Arena Special Events.
3. That the security and parking lot staff shall report to the arena at least ½ hour prior to the start of day and evening events, and shall remain on duty until released by the Arena Senior Staff on duty.
4. That all security personnel and parking lot attendants shall be identified in a manner acceptable to the Town and shall be responsible to the Arena Senior Staff on duty.
5. That all Beer/Liquor Sales shall be conducted as per Provincial Liquor Laws.



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**TOPIC: SPECIAL EVENTS RENTAL AGREEMENT Continued**

**Policy Statement:**

6. That all beer, liquor, and other beverages sold at the Operator's Bars shall be distributed in plastic glasses by the Bar Staff. No bottles shall be passed out to patrons.
7. That they will be responsible for obtaining all necessary licenses and permits required for the event including (but not limited to) Liquor, Lotteries, Health etc. The operator further agrees that all costs associated with obtaining these licenses are their responsibility.
8. That no Food or beverages, with the exception of beverages included in bar operations, will be sold by the operator, or any persons/groups associated with the operator without the expressed, written permission of the canteen concessionaire.
9. The operator will pay for any and all damages to the whole or part of the arena, arena contents, arena parking lot and other Town owned property caused by or as a result of activities held at the Arena by the operator, his agents and event patrons.

To discharge and save harmless the Town, and employees of and from all manner of actions, causes of actions, suits, claims and demands whatsoever which the operator, their heirs, executors, administrators, patrons and assigns shall or may have against the Town, or employees by reason of usage of the Arena, Arena contents, Arena parking lot or other Town owned property or the above special event.



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**TOPIC: SPECIAL EVENTS RENTAL AGREEMENT Continued**

**Policy Statement:**

The Town of Happy Valley-Goose Bay Agrees:

1. To provide access to the Arena for the dates indicated.
2. To provide Recreation Staff for each shift during the special event period.
3. To provide cleaning of the building.
4. To prepare the Arena as required by the operator.
5. To provide garbage removal.

\_\_\_\_\_ Hereby agrees to all conditions listed above, and will abide by the agreement throughout the said special event.

As witnessed by the signatures affixed below at Happy Valley-Goose Bay on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signed on behalf of the Town

\_\_\_\_\_  
Signed on behalf of the Operator