

# Hepburn and District Arena Rental Agreement

## Tournament or Special Event

### Hepburn & District Arena Contact Information

Arena Phone:	(306)947-2173	Town Office:	(306)947-2170
Cell:	(306)947-7666	Town Email:	<a href="mailto:info@hepburn.ca">info@hepburn.ca</a>
Arena Email:	<a href="mailto:arena@hepburn.ca">arena@hepburn.ca</a>	Address:	Box 217 Hepburn, SK S0K 1Z0

### GENERAL INFORMATION

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Group/Team/Org./Assoc.:** \_\_\_\_\_

### RENTAL INFORMATION

**Date(s) of Tournament:** \_\_\_\_\_

**Time of Rental (start- end):** \_\_\_\_\_

Payable at the facility by cash/cheque/e-transfer  
(cheques shall be payable to Town of Hepburn, e-transfer's can be sent to [onlinepayments@hepburn.ca](mailto:onlinepayments@hepburn.ca)). **PLEASE include the date/team name in the memo field of the e-transfer.**

### TERMS OF CONTRACT

Tournament fees are **\$900.00/12hrs of ice time**, a **\$200 booking deposit** is required to confirm a tournament date, which will be deducted from the total. Additional time is billed at the regular rate of \$130/hr.

Tournament booking will be considered tentative and may be deemed open ice after 10 days without the receipt of a completed rental agreement and deposit.

I, the undersigned, have read, understand and agree to the terms and conditions in this contract which are stated below and hereby accept the same on behalf of the members of the organization, team or association. I acknowledge and agree that breach of any of the conditions may result in the termination of the allotted ice time at the discretion of the town of Hepburn.

**Lessee Signature:** \_\_\_\_\_

## Ice Time Policies and Conditions of Rental

1. Tournament Rental of ice time is based on a 12-hour facility rental. Additional time if needed will be billed at the regular rental rate
2. The representative shall ensure that all members keep off the ice during the resurfacing and shall not go on the ice until the resurfacing has been completed and the resurfer is off the ice
3. Teams must clear the ice of puck, cones (ect.) and leave the ice surface promptly to help maintain the schedules.
4. The Town of Hepburn and employees will not be held responsible for loss or theft of articles in and on the arena facility properties
5. The representative renting the ice shall be responsible for all damages caused to the building, grounds, and equipment belonging to the Arena, reasonable wear and tear considered. The said damages are to be repaired or paid for to the full satisfaction of the management.
6. The representative renting the ice shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of ice. Proof of insurance may be required provided prior to use of facility.
7. The Arena shall reserve the exclusive right to the sale of all food and beverage concessions within the facility.
8. No smoking is allowed in the Arena Facility – including dressing rooms.
9. Consumption or possession of alcohol or illegal drugs is not allowed on the premises of the facility, unless approved an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority.  
*(Alcohol and Gaming Regulation Act, 1997 Public places 107(1))*

### Fees

1. Ice time rates and fees will be assessed at the current rates as established by resolution of council of the Town of Hepburn.
2. All ice time accounts are due when billed, any outstanding account beyond thirty days from the date of billing shall be assessed a late payment charge on the unpaid balance. Groups that are regularly in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any further ice allocation

### Cancellations

1. For cancellation situations, the Arena management, whenever possible, will notify the representative as soon as possible (min 24 hours prior to the said cancelled ice time).
2. If the representative wishes to cancel tournament, the representative shall give **30 days notice**, by contacting the Arena Management. If the required notice is not given, the \$200 deposit will be forfeited.
3. Should the facility staff assess that the facilities are not suitable for use no fee will be charged and the deposit will be refunded.
4. Any cancellations caused by storms and flooding, power failure, Act of God or business interruption caused by mechanical failure of the Arena's facilities will be considered unavoidable and the representative will not be charged for cancellations of that nature.

### Dressing Rooms

1. The representative shall ensure that the Dressing Rooms are vacated within 45 minutes of leaving the ice or 1 hour in the case of last rental of the day. The representative further ensures that the dressing rooms shall be left in a reasonably tidy condition.
2. The representative agrees that it is their responsibility to obtain a dressing room key from the Arena attendant. It is the responsibility of the representative to lock all dressing room doors before going on the ice. Should a lock prove defective or unable to be locked, the representative shall notify the Arena Attendant as soon as reasonably possible.

### Waiting Lists

1. Arena Management reserves the right to establish a waiting list for ice rentals. Hepburn Minor Hockey and/or the Hepburn Skating Club shall be given a first priority in the event regularly scheduled ice rental time becomes available. Priority will be given to those persons/groups on a "first come first serve" basis.