



**OLDS** REGIONAL  
EXHIBITION  
*agriculture • youth • community*

**COW PALACE  
EVENT CENTER**







# **Cow Palace Event Center Rental**

## **(Special Occasions)**

*This contract is specialized for events of a hospitality nature in the Event Center; weddings, anniversaries, funerals/celebrations of life, concerts, cabarets reunions, banquets, etc.*

Olds Regional Exhibition ("the Lessor") owns and operates exhibition facilities (specifically for this contract, "Event Center") in the Town of Olds; in the Province of Alberta. Olds Fire Department has rated the Event Center at a capacity of 1000 (one thousand) persons.

**Venue Package** - **\$1200** (for two full days, single day option is \$975)

### **I. Includes**

- Day Prior 12:00 noon (to allow for decorating and set-up)
- Day of (all day)
- Day after until 12:00 noon (to allow for gift opening and/or clean-up)
- Use of the entire facility (excluding upstairs storage area, office and commercial kitchen)
- Rectangular tables (99 x 8' and 22 x 6')
- Round tables (62 x 5' and 1 x 8')
- Cocktail Tables (15)
- Folding chairs (160 blue and grey)
- White plastic patio chairs (450)
- Stage pieces (to a maximum of 6, 12' x 12')
- Sound system with mic(s)
- Podium (rustic or black)
- Bar/Beer Tubs
- Wooden Cabana
- Archway
- Whiskey Barrels
- Access to broadband internet service

*Tables and chairs will be available for the "Renter" to set-up and take down; ORE will not perform this task except as a prearranged, additional service (\$25 per man-hour)*

## II. Additional items available for a rental fee

- |   |                         |
|---|-------------------------|
| ▪ Pipe and Drape, black – 8' (inventory exists to drape entire perimeter)   | \$5/ linear foot        |
| ▪ Table skirting (black)  | \$10/table              |
| ▪ Stage skirting (black)  | \$1/linear foot         |
| ▪ Table linens (round or rectangle, black)                                  | \$10/table              |
| ▪ Second cut slab wind panels, 20' (inventory exists to line the perimeter) | \$20 per panel          |
| ▪ Cedar rails   | Negotiated individually |
| ▪ Any additional ORE facilities operator requirements                       | \$25/ man-hour          |
| ▪ Portable sound system   | \$50/event              |

## Requirements

A refundable damage deposit in the amount of \$1000.00 (one thousand dollars) is due payable at the time of contract signing. The damage deposit will be applied to the invoice for facilities charges upon successful inspection of the venue following the Renter's clean-up.

A twenty-five percent (25%) non-refundable rental deposit (*i.e. for the two day venue package deposit is \$300*)

Signed contract will be in place between ORE and Renter, including the Standards, covenants and agreements document.

All access and egress locations will be visible and functional.

The Event Center, as all ORE facilities, is a non-smoking venue; please ensure that there is no smoking in the building.



## THIS IS US

Olds Regional Exhibition has been rooted in the community of Olds for over 118 years. Our dedication to agriculture, youth and community has been steadfast throughout this period. Our new commercial kitchen is just another peg in the evolving wheel of growth we continue to turn as we move forward and look to the future. We have a fully licensed kitchen and we offer services in food, beverage, wait staff and bartending. Our facilities are diverse and there is a venue to suit your special event.

Although food and beverage services are new to ORE, there are generations of event planning and facilities management experience at your service. From intimate meetings and presentations in the new mezzanine for 15-20 people to buffet style banquets for 500-1000 guests, ORE is equipped and confident to serve your needs and exceed your expectations.

## INCLUDED AMENITIES

- Tables and Chairs
- Liquor License
- Parking
- Flexible Seating Plans

## FACILITY BOOKINGS

**Bookings must be made 2 weeks in advance with final numbers of guests.** ORE will use this number to schedule the staffing required, place food orders and also create your invoice. **You will be billed for the number of guests you book**, even if some don't show up. Be sure of your final numbers when placing your booking. In some cases, 1 week notice may be accepted. Please check with the Booking Coordinator.

Typically, for banquet service, clients will want to secure access to the Cow Palace. Please see the Event Center Contract (*attached pages 10-14*).

## FUNERAL/CELEBRATION OF LIFE

ORE endeavors to collaborate with bereaved families and their funeral service providers to expedite facility setup arrangements and provide refreshments in a manner that exceeds the family's expectations.

## FOOD & BEVERAGE (including alcohol)

ORE provides Food and Beverage services. No outside food or beverages are permitted in the facility. Please refer to the catering menu options below for food and beverage options to suit your needs. Should you require any special requests please contact the office. Please be sure to read the entirety of this document as important information regarding food and beverage regulations are included within.

## LICENSED BEVERAGE SERVICE

As described in the price listing, there are many options for licensed beverage service. ORE will take care of all the details, provide all the staff and alcohol. ORE has the liquor licence therefore all alcohol must be purchased through that license and served by our qualified bartenders.

Options for bar services are as follows:

- I. **Subsidized Bar** – you pay a portion of each drink to lower the cost for your guests for the entire event or a specified time period
- II. **Host Bar** – where you pay for all drinks for the entire event or for a specified time period
- III. **Cash Bar** – guests pay for their own drinks
- IV. **Drink Tickets** – you purchase “x” amount of drink tickets with the remainder being a cash bar
- V. **Wine on Tables** – wine can be served on the tables; we must open and charge for each bottle placed on the tables.

## OFFSITE CATERING

Already got a location but need food? We can help. Choose from any of our great menu options. A delivery charge will be calculated at \$25.00 base fee plus \$0.50/km to and from the event when outside town limits.

## DEPOSITS

Deposits must be made 2 weeks prior to your event. We require a 25% non-refundable deposit. In some instances, deposits are not mandatory. Please check with the Booking Coordinator. We will collect your credit card information and keep it on file until the event is complete, at which time we will process the final invoice (s).

## CONFIRMATION OF FINAL CATERING

**ORE will invoice the event for the exact number of plates or in the circumstance of a la carte service, dishes confirmed fourteen days (14 days) prior to the event.** A non-refundable deposit of 25% of the total estimated food order will be processed by credit card on file at this time. Balance will be payable immediately upon completion of event.

## BILLING

Events requiring individual tabs must be settled on the day of the event. The main contact person will be responsible for the service fees associated with the booking, as well as any unpaid tables. Events requiring a single invoice will be billed the day after and are due upon receipt via credit card; unless another payment option has been agreed upon.

## CANCELLATION

Events cancelling food and/or beverage service(s) less than two weeks prior to the event will be charged the full value of the number of plates or dishes requested. Of course, at the discretion of ORE, this circumstance may be waived in the event of extreme weather, death, etc.







*Olds Regional Exhibition*

# FARM HOUSE

CONCESSION & CATERING

15% GRATUITY WILL BE APPLIED TO EVENTS USING CERAMIC PLATES, GLASSES, ETC.

## Lunches

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### **Menu 1 ~ \$18 + GST per person**

BBQ Beef on a Bun includes: Fresh Baked Rolls, 2 salads, Veggies & Dip, Assorted Cakes, Coffee, Tea & Punch

### **Menu 2 ~ \$18 + GST per person**

Homestyle Lasagna includes: Garlic Toast, 2 Salads, Veggies & Dip, Assorted Cakes, Coffee, Tea & Punch

### **Menu 3 ~ \$20 + GST per person**

BBQ Hamburger & Smokies includes: 3 Salads, Baked Beans, Veggies & Dip, Fresh Fruit, Assorted Cakes, Coffee, Tea & Punch

## Banquets

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### **Menu 4 ~ \$30 + GST per person**

Alberta Beef includes: Fresh Baked Rolls, 3 Salads, Veggies & Dip, Fresh Fruit, Pickle Tray, Carrots & Corn, Mashed Potatoes & Gravy, Assorted Cakes, Coffee, Tea & Punch

### **Menu 5 ~ \$32 + GST per person**

Alberta Beef, Baked Ham & Meatballs includes: Fresh Baked Rolls, 6 Salads, Veggies & Dip, Fresh Fruit, Cheddar Cheese, Assorted Cold Cuts, Pickle Tray, Carrots & Corn, Scalloped Potatoes, Assorted Cakes, Coffee, Tea & Punch

### **Menu 6 ~ \$38 + GST per person**

New York Striploin & BBQ Chicken Breast includes: 3 Salads, Baked Potato, Garlic Toast, Mushrooms, Baked Beans, Veggie Tray, Assorted Cakes, Fresh Fruit, Coffee, Tea & Punch

### **Catering Notes:**

- ✓ All Catering communications to be performed with ORE Bookings Coordinator
- ✓ All pricing is Buffet Service only
- ✓ Please inquire for any other menu options
- ✓ Please inquire for any meal substitute
- ✓ Pricing discount for children available

NOTE: ORE will invoice a minimum per person fee based upon numbers confirmed ten (10) days prior to event. Increases must be approved and will be added.





## [SIGN ME UP]

Please fill out this request form and relay it to the Booking Coordinator as soon as possible so we can make the necessary arrangements for your special event. This is an initial expression of intent. From the information submitted on this form and the appropriate food and beverage service sheets, ORE's Booking Coordinator will prepare a formal quotation. For your reference the Exhibition Hall Rental information is on pages 3-4, 11-13.

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**Contact Person and/or Company**

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**Contact Person and/or Company - Email**

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**Contact Person and/or Company - Telephone**

### JOB TYPE (Check all that apply)

- ☐ facility booking with food and beverage – banquet style – complete pages 7
- ☐ licenced beverages (see page 5)
- ☐ concession service to event
- ☐ offsite catering – individually negotiated

### NUMBER OF GUESTS

adults \_\_\_\_\_ youth \_\_\_\_\_ toddlers \_\_\_\_\_ infants \_\_\_\_\_

EVENT DATE \_\_\_\_\_ EVENT TIME \_\_\_\_\_ FOOD SERVICE TIME \_\_\_\_\_

### INCLUDED AMENITIES REQUIRED

- |   |  |                       |
|---|--|-----------------------|
| <input type="checkbox"/> upper mezzanine          | <input type="checkbox"/> white picnic chairs       | _____ number required |
| <input type="checkbox"/> p.a. system              | <input type="checkbox"/> folding chairs            | _____ number required |
| <input type="checkbox"/> podium (rustic or black) | <input type="checkbox"/> 6' or 8' rectangle tables | _____ number required |
| <input type="checkbox"/> bar                      | <input type="checkbox"/> 5' round tables           | _____ number required |
| <input type="checkbox"/> beer tubs                | <input type="checkbox"/> stage pieces              | _____ number required |
| <input type="checkbox"/> wood cabana              | <input type="checkbox"/> cocktail tables           | _____ number required |
| <input type="checkbox"/> archway                  | <input type="checkbox"/> whiskey barrels           | _____ number required |

### SURCHARGE AMENITIES REQUIRED

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> pipe and drape (8' tall) - \$4 per linear foot ( <i>black only</i> )    | _____ number required |
| <input type="checkbox"/> table skirting - \$10 per table ( <i>black only</i> )                   | _____ number required |
| <input type="checkbox"/> stage skirting - \$1 per linear foot ( <i>black only</i> )              | _____ number required |
| <input type="checkbox"/> table linens - \$10 per table, round or rectangle ( <i>black only</i> ) | _____ number required |
| <input type="checkbox"/> cedar rails   | _____ number required |
| <input type="checkbox"/> 20' second cut slab wind panels - \$20 per panel                        | _____ number required |
| <input type="checkbox"/> portable sound system - \$50/event                                      |                       |

ORE Contact Information -  
Email: [bookings@oldsregionalexhibition.com](mailto:bookings@oldsregionalexhibition.com)  
Fax: 403.556.3333  
Office Phone: 403.556.3770 ext. 8010

# Standards Covenants & Agreements

## **PAYMENT OF RENTAL**

The Renter agrees to pay ORE for the rent of said premises, the rental as specified in the attached Lease Agreement and all of the monies owing pursuant to the terms of this agreement, in lawful money of Canada by cash, cheque, debit card, Visa or MasterCard. All costs are subject to all applicable taxes.

## **PAYMENT FOR UTILITIES AND ADDITIONAL SERVICES**

The renter agrees to pay for all water, light, power or gas, other than expressly agreed to be provided by ORE or for any other additional services. Additional services may include but as not limited to seating arrangements, installation of electrical, gas, plumbing, decorations, erection of platforms or stands, employee overtime, or other accommodation or material, furnished or provided by ORE, such sum as may be estimated to be due by the Manager of the leased premises and the decision of such Manager shall be final and conclusive.

## **CARE AND SURRENDER OF PREMISES**

The Renter agrees to cause the premises to be kept clean and generally cared for during the term of this Agreement, except as otherwise provided. The renter is to quit and surrender up the said premises to ORE at the end of the term in the same condition as at the date of the commencement of this lease, ordinary use and wear only expected.

## **PREVENTION OF DAMAGE**

The Renter shall not injure, nor mar, or in any manner, deface said premises or any equipment contained therein, and shall not cause or permit anything to be done whereby the said premises or equipment therein shall be in any manner injured, marred, or defaced; and will not drive or permit to be driven nails, hooks, tacks, or screws into any part of said building or equipment contained therein and will not make nor allow to be made any alterations of any kind to the leased premise or equipment contained therein.

## **PAYMENT FOR DAMAGE**

The Renter agrees that if the leased premises or any portion of the leased premises, or any of ORE's other premises affected by the event, be damaged by the act, default, or negligence of the Renter; or of the Renter's agents, employees, contractors, patrons, guests or any other person admitted to said premises by the Renter, the Renter will pay, upon demand, ORE such sum as it is required to return the said premises to it's condition upon move in. Renter further agrees to post an amount equal to the estimate provided by ORE to restore the premises to the condition upon move in. ORE will provide detailed billing and accounting to Renter when such restoration is completed.

## **DAMAGE OF PREMISES BY FIRE**

In case the said premises or any part thereof shall be destroyed or damaged by fire or other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of this lease by ORE impossible, then and thereupon this lease shall terminate and the Renter shall pay rental for such premises only up to the time of such termination, at the rate herein specified, and the said Renter waives any claim for damages or compensation should this lease be so terminated.

## **RENTER RESPONSIBLE FOR PERSONS ON PREMISES**

The Renter assumes full responsibility for the character, acts and conduct of all persons admitted to the said premises or of any persons acting on behalf of the Renter. The Renter agrees to pay for and provide sufficient security to maintain order and protect persons and property as required by ORE.

## **RENTER LIABLE FOR INJURY**

The renter is responsible for, and expressly agrees to save ORE harmless for, and indemnify ORE for any damage, injury, costs, liability claims including without limitation claims for personal or bodily injury or property damages caused by any person arising out of the use of the premises by the renter, or any agent of the Renter, employee, patron or guests or any other persons admitted to the premises by the Renter from whatever cause during, prior to or subsequent to the period covered by this agreement, excepting any action or cause of actions which may arise as a result of any loss, damage, or injury to persons or property howsoever caused by the negligence of ORE or ORE's employee's, agents, assigns, or officers.

## **OBJECTIONABLE PATRONS**

ORE reserves the right to eject any objectionable person or persons from the leased premises and the Renter hereby waives all claims for damages arising from the exercise of such rights.

## **SECURITY**

All security arrangements for events or buildings at Olds Regional Exhibition must be made with the knowledge and approval of ORE. Renter is solely responsible for security of the leased premises and the contents therein.

## **CONTROL OF KEYS**

The premises and keys thereof, shall at all times be under the charge and control of the Facilities Operator appointed by said ORE, and that employees appointed at the discretion of the Manager and/or ORE to properly retain said charge and control may enter the premises at any time and on any occasion.



## **INSURANCE**

At the discretion of the Olds Agricultural Society, it is the responsibility of the Renter, at its sole cost and expense, to arrange for and ensure that a Commercial General Liability or Special Event Liability policy be arranged to cover the duration of the event. A Certificate of Insurance shall be provided to the ORE within seven (7) days of the Function as evidence of insurance. The Renter agrees that the insurance policy referred to herein will name the Olds Agricultural Society as additional insured as their interest may appear.

## **COMPLY WITH LAWS**

No activities in violation of Federal, Provincial or local laws shall be permitted on the premises, and it shall be the responsibility of the Renter to enforce this provision. No lewd or indecent actions, conduct, language, pictures, or portrayals shall be in the activities or events presented by the Renter on the premises and nothing shall be presented, used, or sold that is contrary to law or prohibited by the Town of Olds, and Renter agrees to abide and be bound by the decision of ORE should any questions arise under this paragraph.

## **PUBLIC ANNOUNCEMENTS AT EVENT**

ORE reserves the right to distribute to the audience announcements and literature concerning future attractions to be held in the premises whether such attractions are under the auspices of the Renter or otherwise. ORE is also entitled to make such announcements as ORE may deem necessary at any time in the interest of public safety. Renter agrees that it will co-operate with the delivery of such announcements for public safety, including, but not limited to announcements to require patrons to return to their seats.

## **ADVERTISING TO BE ACCURATE**

Renter agrees that all advertising of the event will be honest and true and will include accurate information on building names, show ties and ticket prices. All advertising space on the premises of ORE is the exclusive property of ORE, and all receipts therefrom shall accrue to ORE.

## **POSTING OF ADVERTISEMENTS**

The Renter will not post or exhibit, or allow to be posted or exhibited signs, advertisements, show-bills, lithographs, posters or cards of any description inside or in front or on any part of the said premises unless Renter receives permission from management of ORE, otherwise, Renter is to post signs upon the regular billboards as related to the performance or exhibition to be given in the premises. The Renter agrees to take down and remove forthwith all signs, advertisements, show-bills, lithographs, posters or cards of any description objected to by said ORE or its Manager, and will on or before the termination of this Agreement take down and remove all signs, advertisements and posters posted or exhibited by it.

## **COMPLY WITH RULES & REGULATIONS OF ORE**

The Renter agrees to abide by and conform to all rules and regulations from time to time adopted or prescribed by ORE, for the government and management of said premises. It being understood that in renting the leased premises, ORE does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules and regulations. ORE has the right at all times to enter and inspect the premises without any restrictions.

## **INDEMNITY AGAINST FINES**

The renter shall absolve and hold harmless ORE against any claim, fine, or penalty that may be imposed as a result of any action of the Renter covered in this lease, and particularly, the Renter takes full responsibility for observance of terms set out in the Town of Olds Bylaws.

## **LIVESTOCK AND ANIMALS**

If animals or livestock are part of an event, the Renter shall abide by all tests, documents, identification protocols, etc., required by Government or Health Officials before the event is allowed to proceed.

## **PASSAGEWAYS AND OTHER FACILITIES**

No portion of the sidewalks, entries, passages, vestibules, halls, or stairways of said premises shall be obstructed by the Renter or used for any purpose other than for ingress and egress from the premises. The doors, skylights, windows, radiators, fire exiting and house lighting attachments shall not be covered or obstructed by the Renter. The water closets or other water apparatus shall not be used for any purpose for other than that for which they were constructed, and no sweepings, rubbish, rags, papers or other substances shall be thrown therein. Any damage resulting from misuse of any nature or character whatever shall be paid for by the Renter.

## **ENGINES, MOTORS AND FIRES PROHIBITED**

The Renter shall not, without the prior written consent of ORE and the Town of Olds Volunteer Fire Department put up or operate any engine, motor, or machinery or use oils, burning fluids, camphene, kerosene, natural gases, propane, naphtha, acetylene or gasoline on the premises, or any other agent other than electricity for illumination of the premises.

## **DISCRIMINATION PROHIBITED**

That no person shall be denied admission to a public performance because of race, creed, religion, sex, sexual orientation, color, ethnic or national origin, or political or economic opinions.

## **NUMBER OF PERSONS LIMITED**

The renter shall not admit to said premises a greater number of persons than the seating capacity thereof will accommodate, or can safely or freely hold in/on the premises.

## **LOST ARTICLES**

ORE shall not be responsible for any articles left in the premises by persons attending any performance, exhibition, or entertainment given or held in/on the premises.

## **CONCESSIONS & CATERING**

ORE agrees to insure that no outside food or beverage is sold on the premises without express consent of ORE.

## **LICENSED BEVERAGE SERVICE**

Licensed beverage service is provided by ORE. All appropriate insurance, security and Alberta Gaming and Liquor Commission regulations will apply and are the responsibility of ORE.

## **ORE RIGHT TO TERMINATE AGREEMENT FOR CAUSE**

ORE reserves the right to terminate the lease granted by this Agreement for good cause (which does not include subsequent scheduling of a more preferred event. If ORE exercise the right retained by it hereunder, it shall refund, or, as the case may be, release tenant from liability for payment of an amount bearing the same proportion to the total payment provided for in this Agreement as the period in which the facilities are in fact not utilized for the total duration of the lease and the Renter agrees to forego any and all claims for damages against ORE and further agrees to waive any and all rights which might arise by reason of the terms of this lease, and Renter shall have no recourse of any kind against ORE.

## **TELEVISION BROADCASTS**

No television or radio broadcasting, taping, recording or photographing shall be permitted, except with mutual agreement of ORE and Renter. Should ORE grant to the Renter such privilege, ORE has the right to require advance payment of any estimated related costs to ORE and may also require payment for said privilege in addition to rental fee. Such permission must be obtained in writing in advance of event.

## **RENTER'S PROPERTY SHIPPED TO ORE**

ORE or ORE's designated agent may accept delivery of property addressed to Renter only as a service to Renter. ORE will not be liable for any loss, damage, or injury to such property and Renter will indemnify and hold harmless ORE for any loss or damage to such property in the receipt, handing, care, or custody of such property at any time. Renter further indemnifies ORE from any claims or costs related to claims from any third party for loss or damage to such property on the premises of ORE before, during, or after the tie covered by this Agreement.

## **MOBILE LIVING UNITS**

A full service campground and additional electrically services and un-serviced sites are available adjacent to ORE's grounds to accommodate mobile living units. Owners of such units will be charged a fee by the Olds Lions Club. Any mobile living units occupying space for living purposes on ORE's site may be required to pay a fee upon registration or upon demand by ORE or ORE's agent.

## **ASSIGNMENT**

The Renter agrees that it will not assign this lease nor suffer any use of said premises other than herein specified, nor sublet the said premises or any part thereof, without the prior written consent of ORE.

## **OTHER MATTERS**

It is agreed that any matters not expressly provided for in this Agreement will be decided and dealt with at the sole discretion of ORE.

## **PROPANE & NATURAL GAS WITHIN THE FACILITIES**

The Renter agrees not to allow any propane or natural gas powered vehicles or trailers with propane tanks or natural gas tanks into any facilities at ORE.

## **MAINTAIN SAFETY**

The Renter agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or to cause bodily injury to any person on the premises or which is likely to constitute a hazard to property thereon without the prior written approval of ORE. ORE shall have the right to refuse to allow any such material, substances, equipment or object to be brought onto the premises and the further right to require its immediate remove therefrom in found thereon.

## **RIGHT OF RE-ENTRY**

Should any default be made in the payment of the rent of any part thereof at the times or in the manner specified, or any default be made in the performance of any of the covenants or agreements herein contained, this letting and the relation of the landlord and tenant, at the option of ORE shall cease and terminate, and the relation of the parties shall be the same in all respects as if said term had fully expired, and ORE may re-enter the said premises and hold the same as of its former state therein, remove all persons therefrom and resort to any legal proceedings to obtain such possession and the said renter shall, notwithstanding such re-entry, pay the full amount of said rental as herein agreed to be paid.



### INSPECTION OF PREMISES

That ORE inspect, together with the Renter if he so desires, the premises on the morning after vacation and estimate any damage suffered and the Renter agrees that in case the amount is disputed the amount shall be settled on by the Manager of ORE whose findings shall be final and conclusive.

### INTERRUPTION OF PERFORMANCE

ORE shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance when in the sole judgment of ORE is necessarily to do so, or in the interest of public safety, and that Renter hereby waives any claim for damages or compensation from ORE in such event.

### EVACUATION OF PREMISES

Should it become necessary in the judgment of ORE to evacuate the premises because of a bomb threat or for other reasons of public safety, the Renter will retain possession of the premises for sufficient time to complete presentation of his activity without additional rental charge providing such time does not interfere with another even scheduled in the premises. If it is not possible to complete presentation of the activity, the rental shall be forfeited, prorated, or adjusted at the discretion of the management of the said facility based on the situation, and the Renter hereby waives any claim for damages or compensation from ORE.

### Charges for the Facility

The Renter agrees to pay to ORE, the sum of \$\_\_\_\_\_ (facilities) + \$\_\_\_\_\_ (catering + gratuity) + \$\_\_\_\_\_ (additional amenities required) as well as 5% in GST = TOTAL \$\_\_\_\_\_

### Deposit

A non-refundable deposit of \$\_\_\_\_\_ (approximately 25%) of the sum is required at the date of the booking. In the event of nonpayment of deposit within thirty (30) days from the date of the booking, ORE will **cancel the booking** of the facility by the Renter.

### Rental

The Renter covenants and agrees to rent the leased premises at the times and on the terms set out in the Lease Agreement. The Renter further covenants and agrees to pay all the monies required to be paid and too comply with all the terms and conditions set out herein. All costs are subject to G.S.T.

### INSURANCE-PUBLIC LIABILITY

The Renter recognizes their responsibility as it applies to liability for all related events. Olds Regional Exhibition has made insurance options clear to the Renter and the Renter has made their decision whether or not to have specific party liability insurance with full knowledge of same. Please initial: \_\_\_\_\_

### FIRE EXITS & LANES

The Renter agrees to maintain all fire exits and access to fire equipment. The Renter further agrees to keep all fire lanes clear

### SET UP ARRANGEMENTS

Renter shall supply ORE with diagrams and lists of all set-up requirements for event (including electrical) no later than the time specified in their agreement.

### Standards Covenants and Agreements to Apply

The Renter and ORE acknowledge, covenant and agree that the ORE's Standard Covenants and Agreements, a copy of which has been delivered to the Renter, the receipt, whereof is hereby acknowledged by the Renter, apply to this Lease Agreement and are hereby incorporated into this Agreement and made binding upon the parties hereto to the same extent as if set out here in verbatim.

**In Witness Whereof** the Renter and ORE have signed this Agreement all as of the \_\_\_\_\_.

By: \_\_\_\_\_

Title: Booking Coordinator

Lessee By: \_\_\_\_\_

Title: \_\_\_\_\_

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**For office Use Only:**

Deposit Received: \_\_\_\_\_

Date: \_\_\_\_\_