**Commonwealth Lawn Bowling Club ("CLBC")**

**A Volunteer Run Organization Since 1979**

11420 139 St NW Mailing Address

Edmonton, AB T5M 4B6 PO Box 78006 Callingwood RPO

(780) 455-9737 Edmonton, AB, T5T 6A1

commlawn@telus.net

**Facility Rental Agreement**

**Renter:**

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of participants \_\_\_\_\_\_\_ Note: The Deadline for final numbers is **3 business days** prior to event.

**Please Note: ONLY FLAT SOLED SHOES MAY BE WORN ON THE GREENS.**

See Page 2 for all rates. Please check facilities required: Greens\_\_\_\_\_\_ Kitchen/Clubhouse \_\_\_\_\_\_ Bar \_\_\_\_\_\_\_

Planned Rental Fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum rental fee is $200) smaller groups can use our drop in opportunities.

A deposit of 50% of the quoted fee is required at the time of signing this agreement to confirm the booking. This will be applied as a credit to the final invoice. Please note that the balance of the quoted fee is due and payable on the day of the event by cash, cheque, debit, Visa or Mastercard only.

Cancellation: 24 hours’ notice is required for cancellation (In the event of inclement weather bowling fees will be refunded or rescheduled)

**Insurance:** Please ensure that your organization has the proper insurance as the CLBC insurance policies do not provide protection for the Renter.

**Agreement**

Please Initial

\_\_\_ The Renter is responsible for expenses, damages, or loss to CLBC facilities and equipment during the period of the rental.

\_\_\_ **The Renter is responsible for the Renter's own insurance coverage.**

\_\_\_ The Renter acknowledges the consumption of alcohol is not permitted on the bowling greens.

\_\_\_ The clean up after the event is the Renter’s responsibility. (Unless event is catered by our club caterer)

Date: \_\_\_\_\_\_\_\_ Renter Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLBC Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As stated, our club is entirely volunteer run. For coaching purposes and volunteer scheduling, the following information must be provided in advance.

 Bowling: Start time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 End time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Normal rate is $25 per bowler. (Events requiring longer than 2 hours subject to additional fees)**

Kitchen/Clubhouse: N/A \_\_\_\_\_\_\_\_\_

**Rental rate is $300 for up to 2 hours; longer times (for meetings etc.) may be arranged.**

 Arrival time \_\_\_\_\_\_\_\_\_\_\_\_\_

 Pre-bowling activities planned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Post-bowling activities planned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Departure time \_\_\_\_\_\_\_\_\_\_\_\_\_

 Bar/Concession: N/A \_\_\_\_\_\_

 Host Paying \_\_\_\_\_

 Individual Paying \_\_\_\_\_

Food Service: N/A \_\_\_\_\_

 Planned eating time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of caterer / provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is responsible for final cleanup Caterer \_\_\_\_\_\_\_ or Renter \_\_\_\_\_\_\_ (Note 1 below)

 Expected arrival time of caterer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of Bowlers: \_\_\_\_\_\_\_\_\_ (Note 2 below)

 Number of participants aged 8-12 \_\_\_\_\_\_\_\_\_ (children under 8 years old must be supervised)

 (There is an age restriction; no one under 8 is allowed on the greens.)

This information gives volunteer members the best opportunity to give you a fun and successful event!

 Thank You

Note 1 please be aware that most drop off caterers do not clean up after your event, if you are using a nonclub caterer please be aware that you are responsible for cleanup after your event. (a charge of $50 will be added to your bill if this is not done.

Note 2 please confirm number of bowlers 3 days prior to event as this will be the minimum number of participants charged for. (Weather related cancelations do not apply)

Please read carefully:

**TIPS FOR RUNNING YOUR EVENT**

Our club has volunteers to assist your event going smoothly and your participants having fun. Please consider the following to help make your event a success.

1. Come to the event with your plan for the event and your teams picked ahead of time. Our usual format for large groups is four players to a team, each using two bowls. We have three greens which means a total of 192 players can be accommodated at one time. Other formats can be arranged if necessary.

2. Set a definite time for people to arrive and leave, bearing in mind that cleanup is necessary in that time frame.

3. Set a definite time for play to begin, i.e., after lunch or whatever is planned along those lines in order for the Commonwealth volunteer coaches to arrive in a timely manner.

4. Please make sure all players are aware of the shoe rule. **No heeled shoes are allowed on the greens.**

5. Special events including children or activities for children must be planned carefully. Please discuss your requirements thoroughly with your Commonwealth contact prior to confirming the booking. Children under the age of 8 are not permitted on the greens.

6. Advise your participants that all liquor must be consumed within the enclosure of the Commonwealth Lawn Bowling Club. **No drinks are allowed on the bowling greens.**

7. Cancellations require 24 hours’ notice prior to the date of the event. Failure to meet this requirement may result in forfeiture of the deposit. Please note cancellations due to weather may occur and your Commonwealth contact will be pleased to work with you to arrange an alternate date or refund of the deposit (bowling fees only) if alternate arrangements are not feasible. If your event has clubhouse rental and catering (catering companies normally do not have a cancelation option) you can still have your event, the clubhouse has capabilities for games etc.

8. Please be advised the Commonwealth Lawn Bowling Club only has minimal first aid equipment on site. Please also designate someone from your organization to be in charge in the case of medical emergency and provide that person's contact information to the Commonwealth the day of your event. Emergency contacts for your participants should be in you possession during the event.

9. As noted above please make sure you have the proper insurance coverage for your participants.

10. Please ensure proper arrangements are in place for those participants who may be drinking during the event.

11. Please be sure to contact your Commonwealth Club contact **at least 3 business days** before your event to finalize and confirm all the arrangements including alcoholic beverage preferences.