



## Facility Booking Application Form

STAR on 54<sup>th</sup> is committed to having our facility(s) prepared for your event. At the time of booking our facility(s) we require you to complete this form. Note: Personal information provided will be used by STAR solely for facility booking purposes.

Lessee/Organization Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Lessee – Contact Person Phone #: \_\_\_\_\_ Contact Person Email: \_\_\_\_\_

Lessee – Contact Person address: \_\_\_\_\_

Event Name /Purpose: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
*\*there is a maximum # under each indoor facility listed below*

Facility(s) requested:	STAR Supplied Equipment Required: (no additional fees)	STAR Supplied Equipment Required: (additional fees )
<input type="checkbox"/> <b>Riverbend Social Hall</b> Size: L 80'-4", W 52'  Capacity: ➤ Rectangle tables banquet style = 32 tables, <b>256 chairs</b> ➤ Rectangle tables in rows = 29 tables, <b>232 chairs</b> ➤ Round tables = 30 tables @ 8 chairs/ table = <b>240 chairs</b> ➤ 2 rectangle tables together to make square = 12 tables @ 12 chairs/table = <b>144 chairs</b> ➤ No tables, just chairs = <b>345 chairs</b>	<input type="checkbox"/> # grey folding Chairs (Max 237) _____ <input type="checkbox"/> # orange cushion folding chairs (max 13) _____ <input type="checkbox"/> # Rectangle Tables (max 7) _____ <input type="checkbox"/> # Round 8' Tables (max 25) _____ <input type="checkbox"/> # Round 6' Tables (max 8) _____ <input type="checkbox"/> WiFi Internet Access <input type="checkbox"/> Podium <input type="checkbox"/> Basketball Equipment <input type="checkbox"/> Other Equipment Requests:  <i>*basketball hoops can be lifted</i> <i>*Have a hydraulic lift for ceiling décor with plug-in</i>	<input type="checkbox"/> Red portable Bar <input type="checkbox"/> portable stage (16' x 20' comes in 2 parts) <input type="checkbox"/> black round table cloths (max 32) _____ <input type="checkbox"/> black napkins (max 400) _____ <input type="checkbox"/> black rectangle table cloths (max 52) _____ <input type="checkbox"/> # bar tables (max 8) _____
<b>Riverbend Social Hall Only:</b> Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____		
<input type="checkbox"/> <b>Kitchen</b> <i>*included in all full day social hall rentals</i> <i>*will accommodate a group of 300 people</i>	<input type="checkbox"/> Stove <i>*fridge, Dishes, drinking glasses, dish soap, microwave, vegetable peeler, dish towels included</i>	<input type="checkbox"/> Coffee Makers (max 2) _____ <input type="checkbox"/> silver charger plates (max 50) _____ <input type="checkbox"/> square off-white serving tray (max 1) <input type="checkbox"/> 4-square off-white serving tray (max 1) <input type="checkbox"/> large silver platter (max 2) _____ <input type="checkbox"/> white glass serving tray (max 12) <input type="checkbox"/> white glass serving bowl (max 12)
<input type="checkbox"/> <b>Starlight Room by Chin Ridge</b> Size: 27'-11" x 26'-4" <i>*has a tv</i>	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Rectangle Tables (max 7) _____ <input type="checkbox"/> WiFi Internet Access <input type="checkbox"/> Podium	<input type="checkbox"/> # bar tables (max 8) _____
<b>Starlight Room Only:</b> Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____		
<input type="checkbox"/> <b>Rowland Farm Meeting Room</b> Size: 24'-1" x 12'-4"	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Tables _____ <input type="checkbox"/> WiFi Internet Access <input type="checkbox"/> Podium	<input type="checkbox"/> # bar tables (max 8) _____
<b>Rowland Farm Meeting Room Only :</b> Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____		

<input type="checkbox"/> <b>Music Studio</b> Size: 12'-2" x 20'-6"	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Rectangle Tables (max 7) _____ <input type="checkbox"/> WiFi Internet Access <i>*has a piano included</i>	<input type="checkbox"/> # bar tables (max 8) _____
<b>Music Studio Only :</b> Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____		
<input type="checkbox"/> <b>Dance Studio</b> Size: 32'-5 1/2" x 19'-2" Capacity: Tables/ chairs: _____, w/o Tables/chairs + alcohol: <i>*mirrors around the room</i>	<input type="checkbox"/> # Chairs _____ <input type="checkbox"/> # Rectangle Tables (max 7) _____ <input type="checkbox"/> WiFi Internet Access	<input type="checkbox"/> # bar tables (max 8) _____
<b>Dance Studio Only :</b> Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____ Event Date(s): _____ from (time including set up): _____ to (time after clean up): _____		

**Contracted Services by Organization** (Note: The Organization renting Town facilities is solely responsible for its contractor's services/times):

Caterer Name: \_\_\_\_\_  
*\* Please note: caterers are required to get a Town of Taber's Business License from the Planning & Economic Development Department, they are also to get a permit from Alberta Health Services. Any vendors selling / handing out food samples are to get an Alberta Health Services Permit as well.*

List all other cooking appliances being brought to the facility: \_\_\_\_\_  
*\* Please note: all electrical cooking appliances must be utilized in the kitchen only. All propane, natural gas, and deep fryers must be used outside only.*

Decorators Name: \_\_\_\_\_  
*\* Please note: if setting up chairs into rows; any row over 8 chairs or total number of chairs in rows exceeds 60 chairs, chairs will need to be clipped together as per fire code.*

Will there be wall / ceiling coverings Yes / No (circle)  Are the wall covering Fire retardant materials? Yes / No (circle)

Specify Electrical Requirements: \_\_\_\_\_

Liability Insurance Yes / No (circle one)  
*\* Please note: any activities such as: bouncy castles will require their own liability insurance.*

Bartenders (or Group) Name: \_\_\_\_\_  AGLC Liquor License Yes / No (circle one)

Entertainment/Music: \_\_\_\_\_

**\*\*All rentals are subject to a fire inspection at any time.**

**Terms & Conditions:**

An Employee representing the facility will contact Lessee – Contact Person within 7 days of booking confirmation to coordinate a **pre-event site meeting**. Our objective is to understand Lessee's needs & to inform you of equipment operating procedures, etc.

The Lessor reserves the right to reassign one-hour or two-hour room rentals to an alternate comparable space within the facility if the originally booked room is subsequently rented for a full-day booking. Any reassigned space will be of similar size, function, and suitability for the intended use. The Lessee will be notified of any such reassignment as soon as reasonably possible. In the event of a reassignment, the rental rate shall be adjusted to reflect the rate applicable to the reassigned space. Such reassignment and rate adjustment shall not constitute a breach of this Agreement, provided a suitable alternate space is offered.

Full-day facility rentals require the payment of a damage deposit in the amount specified in this Agreement. The damage deposit shall be held by the Lessor as security for the Lessee's performance of the terms of this Agreement and the condition of the facility.

For full-day or large-scale rentals, a pre-event inspection and a post-event inspection of the facility will be conducted by the Lessor to document the condition of the premises before and after the rental period. The Lessee may be present for either or both inspections or may waive their right to be present. If the Lessee elects not to attend an inspection, the findings of the Lessor shall be deemed accurate and binding.

Following the post-event inspection, the damage deposit will be refunded, in whole or in part, provided no damage, excessive cleaning, or breach of this Agreement has occurred. In the event that damage, loss, or costs attributable to the Lessee exceed the amount of the damage deposit, the Lessee agrees to be responsible for and promptly pay any additional costs incurred. Any remaining balance owing beyond the damage deposit shall be invoiced to the Lessee and is payable upon receipt.

The Lessee agrees to vacate the facility promptly at the conclusion of the scheduled rental period, including the removal of all personal property, decorations, and guests, to allow for turnover and preparation for subsequent rentals. Failure to vacate the premises by the agreed-upon end time may result in additional charges, as outlined in this Agreement, and shall not interfere with the Lessor's right to grant access to the next scheduled renter.

The Lessee agrees to leave the rented space in the same clean and orderly condition as it was at the commencement of the rental period. This includes, but is not limited to, the removal of all garbage and recycling, proper disposal of waste in designated receptacles, removal of all personal items and decorations, and sweeping of floors. Failure to meet these cleaning requirements may result in cleaning fees being deducted from the damage deposit or billed to the Lessee in accordance with this Agreement.

Notes: \_\_\_\_\_

**By signing this document you agree that everything is true and correct, and are agreeing to the terms and conditions of the rental based on this information.**

Signature: \_\_\_\_\_

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

Printed name: \_\_\_\_\_