

Whitemud Equine Learning Centre

Book your next meeting or corporate event at the Whitemud Equine Learning Centre.

Conveniently located just off Fox Drive in Edmonton's river valley park system, the Whitemud Equine Learning Centre serves as a unique space for community rentals and events. No matter the occasion, the naturally lit space of the classroom is suitable for anything from meetings, to corporate retreats, to small workshops and more. The classroom seats 75 non-fixed seating and 50 for dining and beverages.

About the Centre

Throughout the year, the Whitemud Equine Learning Centre is a hub for horse-related activities and education including learn-to-ride programs for ages 4-84 and the Little Bits Therapeutic Riding programs for persons with disabilities.

The Centre opened in July 2017. It is barrier free with wide, open spaces and lots of natural light. A bonus of booking the classroom is the view onto the indoor riding arena so that your group can watch horses and riders in action.

Common Room / Classroom Features

The classroom is approximately 1200 square feet in size.

- One full wall of south facing windows, which let in plenty of natural light.
- A full sink with counter space.
- Access from both the public side of the arena and the front entrance to the building.

The following equipment is available for use in the room:

- 60 green plastic chairs on rolling carts
- 6, 6 foot long rectangular tables
- Portable projector screen

Rental Guidelines

- Renter must be at least 25 years old.
- Damage Deposit required.
- Event Insurance required (*see note below)
- Liquor license required if any alcohol is present, non-sale and re-sale.
- Any third party service or entertainment hired by the renter must also be insured.

**Foster Park Brokers Inc. provides short term rental insurance that may be required for your booking, regardless of liquor being present. Go to www.fpb.ca and click on Online Services to apply online. Please allow 1 business day for processing. For events over more than one day please contact Foster Park Brokers Inc. at 780-930-4183.*

You may also seek event insurance from a broker of your choosing. Contact WELCA at info@welca.ca for more information.

Rental Rate

Refundable Damage Deposit	\$200.00 cheque or credit/debit card
Hourly	\$50.00 (minimum of three hours rented)
Daily	\$400.00 (8 hours)
Weekend	\$1200.00 (total of 24 non-consecutive hours)

Availability

The Common Room / Classroom will be available for bookings primarily on Friday, Saturday and Sunday evenings. Weekdays are subject to availability. Rental times are between 7:00am and 9:30pm (WELCA Hours 6am-10:00pm)

WELCA supplies all of the tables and chairs, although to keep rental fees down we have the client complete their own room set up and take down. This way the client can set up the space to best suit their individual needs.

Catering Services

Clients are welcome to use any caterer of their choice as we do not impose any restrictions, nor do we have catering surcharges.

Service of Alcohol

With the consent of the Executive Director and a valid liquor permit, alcohol can be served in the classroom, provided individuals who have pro-serve handle it. Failure to display the liquor permit will prohibit the service and consumption of alcohol. Service of all alcohol must end one hour prior to the end of your booked time.

Clean Up

It is asked that you leave the space in the fashion it was given (decorations removed and garbage in the garbage bins). Our staff will take care of removing full garbage bins and sweep/mopping the floors. Take down time needs to be included in your booked time.

Cancellation Policy

If written cancellation is received within seven (7) days of the initial payment due date, the Licensee will receive a full refund of the initial payment made to WELCA, less a \$30.00 administration fee. After seven (7) days the Licensee will forfeit the entire initial payment.

If written cancellation is received fourteen (14) days or less prior to the Event Term, the Licensee will forfeit the total rental fee paid.

The Licensee is permitted to reschedule dates based on availability.

Contact Information

To book the classroom at the Whitemud Equine Learning Centre please contact us at:
Phone (780)435-3597 or Email: info@welca.ca

Date and Location		
Rental Location: WELCA Classroom (Maximum xxx)	Date of Event:	Booking Reference:
VENUE Details	Renter Details	
WELCA Representative:	RENTER (same as name)	Contact Name:
Representative Phone Number:	Contact phone Number(s)	
Location Address: 12505 Keillor Rd NW, Edmonton, AB T6G2L6	Address:	
WELCA Email Address:	Email Address:	

Event Details (Rentals at the discretion of WELCA's representative. The renter must be a minimum of 25 years of age)			
Description	# Expected	Start Time:	End Time:
Other - Description	# Expected	Start Time:	End Time:

Insurance and Licenses		
Event Insurance Company	Event Insurance Policy #	Liquor License

Other Contracted Services		
Name	Purpose	Proof of Insurance

Fee Calculation		Payment Schedule		
Base Fee	\$ 50	Non-refundable Deposit	\$ 125	
Additional Hours Fee	\$	DATE DUE:	DATE RECEIVED:	\$
Other - Description	\$			
Other - Description	\$	Date Received:	Date Received:	\$
Other - Description	\$	Held / Cashed		
TOTAL	\$	Notes:		

This rental agreement was made in Edmonton this _____ day of _____, _____ between Whitemud Equine Learning Center Association (referred to as WELCA) and the RENTER. By signing below, the RENTER acknowledges having read and agrees to this agreement

WELCA Representative (Print Name)	Renter (Print Name)
WELCA Signature	Renter Signature

IMPORTANT FACILITY INFORMATION

The Whitemud Equine Learning Center Association (WELCA) is a not for profit society that is the heart of our neighbourhood located in the River Valley in the City of Edmonton. *We wish to acknowledge that we are on traditional lands, referred to as Treaty 6 Territory and that the City of Edmonton and all the people here are beneficiaries of this peace and friendship treaty.*

We ask that all users and renters respectfully share the space. When renting the community room and kitchen, renters shall retain sole possession of this space.

Please ensure all your guests respect our property, you will be charged for damage.

- **ALLERGY ALERT** – Cats, horses and other animals are located on the premises. Please respect all our animals and their home. They live here
- **Security cameras** are on the property. Security cameras are operating 24/7 on the interior and exterior of the Building.
- **NO SMOKING IN THE BUILDING OR ON THE PROPERTY** – Smoking inside the building and within 100 m of the building will result in the loss of the renter's full damage deposit to cover the costs of additional cleaning. Smoking receptacles are to be used – located outside the main entrance only.
- **NO DRUGS ARE PERMITTED ANYWHERE ON THE PROPERTY.**
- **NO urinating on the property.** Please inform the younger male guests to locate one of the washrooms. Yes, *it had to be said – we see it on the security camera and know this happens.*
- **NO LOITERING** on the exterior west and north sides of the building. Outside gatherings are permitted in the courtyard ONLY.
- **The exit door is** to be closed by 9 PM – ensure your guests are out of this area – liquor is NOT permitted outside of the Classroom.
- NO one is permitted in the facility, buildings or grounds after 11:00 PM.
- **NO alcohol is permitted** outside the Classroom.
- **Candles** and open flame decorations are NOT permitted.
- **Fogging and smoking machines** are NOT permitted as they will set off the fire alarm and scare our horses. Any false fire alarm charges billed to the Whitemud Equine Learning Center Association (WELCA) will be taken from the renter's damage deposit.
- **NO pins, scotch tape, nails, confetti, glitter, etc.** are to be used. Only Fun-tak® or blue painter's tape is permitted to hang up posters or signs. The repair cost of any damage sustained will be deducted from the renter's damage deposit.
- **NO PETS** are permitted unless used to assist handicapped persons; our animals who live here have priority **Access to the riding area, stable area, or barn ARE NOT PERMITTED unless designated in the rental contract**
- **BE SAFE** – please use the step ladder when reaching for contents in the higher cupboards. The ladder is stored behind in the Janitor Room.
- **Janitorial Supplies/ Cleaning Supplies are located in the Janitor room**
- Ensure **helium balloons** have weights attached. The ceiling is too high to retrieve stray balloons.
- Please advise the Rental Coordinator of any appliances or equipment needing attention, or if supplies are low.
- Thank you (Enjoy our property BUT we do mean business!!)

**WHITEMUD EQUINE LEARNING CENTER ASSOCIATION referred to as (WELCA)
FACILITY RENTAL AGREEMENT**

1. Rental

- 1.1. The RENTER is over the age of 25.
- 1.2. The RENTER is a member in good standing with WELCA.
- 1.3. The RENTER agrees to provide WELCA with the damage deposit, the non-refundable rental deposit and balance of rental payment in the form of cheques or Credit/Debit Card Charges (+5% service fee) payable to Whitemud Equine Learning Center Association) in accordance with the dates stated in the Event Details section of this agreement.
- 1.4. If the RENTER fails to use the premises for the rental date referred to in the Event Details section, WELCA will keep the non-refundable rental deposit as liquidated damages unless the RENTER has given WELCA at least 30 days' notice in writing that it will not be using the premises on that date.
- 1.5. Subject to any clause of this agreement that authorizes WELCA to deduct money from the damage deposit, WELCA will return the damage deposit to the RENTER within 14 days of the rental date.

2. Facility Care and Condition

- 2.1. The RENTER and WELCA representative will conduct an inspection of the facility and equipment prior to commencement of the rental event and identify any damages or other conditions present. The RENTER and WELCA representative will conduct a second inspection following the rental event to identify any damages to the facility and equipment arising from the RENTER'S event. The CHECK IN / OUT REPORT included with this agreement will be used for this purpose.
- 2.2. The RENTER will be given keys which the RENTER agrees to return within 48 hours of the End Time specified in the Event Details section. The RENTER agrees to ensure that all doors and windows are securely locked upon leaving the facility.
- 2.3. The RENTER shall remove all garbage and clean the premises immediately after the rental period. The RENTER further agrees to abide by any additional requirements regarding facility condition and care included with this agreement on the "Close-Down Checklist". If the RENTER fails to comply with this Clause and any additional requirements, the RENTER agrees that WELCA may deduct from the damage deposit the cost of doing the cleaning and performing other repairs.
- 2.4. Unless otherwise agreed to, the cleaning must be completed prior to the End Time stated in Event Details section of this agreement.

3. RENTER'S Responsibility

- 3.1. The RENTER agrees to ensure that the maximum capacity stated on page 1 of this agreement is not exceeded.
- 3.2. The RENTER is responsible for safely setting up and arranging tables and chairs and returning them to where found.
- 3.3. The RENTER must strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permit issued for the rental event.
- 3.4. The RENTER assumes full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.

Whitemud Equine Learning Center Association (WELCA) is a non-smoking facility. Compliance with City of Edmonton Bylaws is required for those who smoke outside the building.

- 3.5. The RENTER will restrict use of the facility to the purpose stated in the Event Details section of this agreement as listed under "Description of Event", and not permit the use of the facility for any other purpose without the prior, express, and written consent of WELCA or WELCA's representative.
- 3.6. The RENTER agrees NOT to use the facility for any purpose that contravenes any law or in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance.
- 3.7. The RENTER agrees NOT to assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and employees of the RENTER to occupy the facility or any part of the facility without first obtaining the written consent of WELCA. A consent by WELCA shall not be a consent to a subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease, or license to occupy by the RENTER shall be void and shall terminate this rental agreement at the option of WELCA.
- 3.8. The RENTER will not keep, use, or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liability insurance.
- 3.9. The RENTER will not to allow any waste or nuisance on the facility, or use or allow the facility to be used for any unlawful purpose according to bylaws of the City of Edmonton and laws of the Province of Alberta and the Dominion of Canada.

3.10. The RENTER must comply with City of Edmonton noise bylaws. Park use is limited to the hours from 5:00 am to 11:00 pm.

Any event using parkland outside of these hours may result in event shutdown.

3.11. The RENTER must arrange permits for any firepit activities on parkland over 50 people, or any firework use.

3.12. Damage Deposit deductions include but are not limited to:

- Lost keys - \$150
- Cleaning - \$50/hr
- Damage to building - cost of repair
- Damage to contents - cost of replacement
- If anyone is found smoking inside the building the damage deposit will not be returned to the RENTER.
- Fire Department or other charges incurred resulting from prohibited activities or use of prohibited decorations as outlined below.

These, and any other incurred costs not listed here, will be clearly outlined and communicated to the RENTER.

4. Liability and Indemnity

4.1. The RENTER shall indemnify and hold WELCA, the City of Edmonton harmless from all liabilities, fines, suits, claims, demands and actions of any kind or nature for which WELCA shall or may become liable or suffer by reason of any breach, violation or non-performance by the RENTER, or by any person for whom the RENTER is responsible, of any covenant, term or provision of this agreement or by reason of any act, neglect or default on the part of the RENTER or other person for whom the RENTER is responsible. Such indemnification in respect to any such breach, violation or non-performance, damage to property, injury or death occurring during the Term shall survive the termination or expiration of this agreement.

4.2. WELCA shall not be liable to the RENTER or any of its guests or invitees for claims for damage or injury to persons or property from any cause relating to or arising out of the use and occupancy of the facility by the RENTER, including damage, injury or loss occurring on sidewalks and other areas adjacent to the facility during the rental period of this lease agreement or any extension of such rental period.

5. Insurance and Licenses

5.1. The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$2,000,000. The insurance policy shall also provide coverage for contingent liability of WELCA on any claims or losses.

5.2. If the RENTER hires a service for the event, the service must be insured and shall provide proof of insurance with WELCA listed as an additional insured.

5.3. If the RENTER brings entertainment or activities for the event participants that present an increased risk to those participants, additional insurance may be required. The RENTER is responsible for investigating the situations where this may be a factor. (eg. Bouncy castles, petting zoos, etc.)

5.4. If alcohol is being served at any time during the event, the RENTER must obtain an AGLC liquor license and host liquor liability insurance in accordance with the number of guests anticipated to be in attendance. No liquor is permitted outside the building unless specifically permitted and licensed to do so. (e.g. a beer tent)

5.5. The insurance policies and licenses shall be delivered to WELCA on or before the date the Rental Fee Balance is due, per the Event Details section of this agreement.

5.6. If the insurance policies and licenses are not delivered to WELCA, WELCA is authorized to cancel the event and WELCA will notify the RENTER by phone and/or e-mail per the contact information provided on Page 1 of this agreement.

6. Prohibited decorations

6.1. The following items are prohibited for use as decoration or entertainment:

- Candle or open flame
- Smoke/fog machine (our fire alarm will be triggered and the fire department will show up).
- Tape, glitter or glitter glue
- Helium balloons unless attached to weights. The ceiling is too high to retrieve stray balloons.

7. Video Surveillance

7.1. The Whitemud Equine Learning Center Association (WELCA) and property is under video surveillance, and by entering the building and property the RENTER and their guests acknowledge that they consent to the recording of their images.