



Facility Reservation Agreement

Vegreville Agricultural Society
4753-45 Ave Vegreville AB T9C 1L1
780-632-3950
vegrevilleagsociety@gmail.com
Effective August 1, 2026

Facility Requesting: _____
 Type of Activity: _____
 Rental Date(s): _____
 Set Up Date: _____
 Tear Down Date: _____

Organization: _____
 Applicant: _____ Day Phone: _____ Evening Phone: _____
 Address: _____ City: _____ Postal Code: _____
 Email Address: _____
 Type of Function: _____
 Estimated Attendance: _____
 Insurance: ☐ Yes Insurance Company: _____

Requested Check	Facility	Rates	Comments
	Boardroom	\$50 half day	Meeting space -Includes set up, washrooms, kitchen use, wifi, large tv screen . 216 sq.m. Capacity 30-40 people
		\$100 full day	
	Dining Hall	\$200 half day	Power, water, BBQ, deep fryer, gas stove, electric stove, 2 coolers, 2 fridges, 2 chest freezers, commercial ovens, commercial sinks, tables & chairs, outdoor patio. 286 sq.m Capacity 197 people
		\$400 full day	
		\$150 full day	Kitchen use only – not public event
	Exhibit Hall	\$100 half day	Power, built in tables, display cabinets 60'x120'
		\$200 full day	
	Synergy Building	\$100 half day	Power, water, concrete floors, 3 coolers, 2 freezers
		\$200 full day	
	Grandstand	\$200 half day	Entertainment seating for 2500 – 3000 people 38'x72' stage – covered seating with power
		\$400 full day	
	Washrooms/showers	\$1500 full day	Power, water, showers, washrooms
	Camping	\$15 Non power	Per night
		\$30 power	Per night - 40 units with power
	Entire grounds rental	\$4000 per day	Full use to all facilities, bleachers, picnic tables, washrooms/showers, buildings, ticket booths, benches, wifi, includes janitorial staff and grounds staff for garbage pick up, Set up included as per agreed signed grounds map 2 weeks prior to event.

	Move in full grounds rental dates	\$2000	Any access prior to the booking date will be charged a move in fee
	Partial Grounds	\$2000 per day	Only using half of the buildings or property as per site map.
	EQUINE FACILITIES		
Requested	Facility	Rates	Comments
	Horse Arena Use	\$300 full day	Per arena – 1 indoor 2 outdoor arenas
		\$50 per hour	Per arena – 1 indoor 2 outdoor arenas
		\$150 Horse Equipment per rental	Jumps, trail obstacles
	Horse Show office	\$75 per day	Includes sound system and fridge
	Livestock wash bays	\$75 per day	2 Livestock wash bays
	Livestock stalls	\$20 per day	70 covered stalls
	Extra Garbage pick up for large events	\$ 22 per bin per pick up	Town of Vegreville must be scheduled to pick up and dispose of garbage's
	Bars	\$25 per bar per event	Includes location transportation by VAS Staff
	Freezers	\$25 per freezer per event	Includes location transportation by VAS Staff
	Tractor & Operator	\$135 / per hour	Charged for any extra work requested after signed contract

Special Requests

THE AGREEMENT

The Vegreville Agricultural Society (the owner)
and

(the renter)

Booking & Payment

1. The Facility Reservation Agreement must be completed and signed to confirm the booking.
2. **A 50% deposit must be paid within two weeks of the signed agreement.**
3. **Credit or debit card payments over \$500 are subject to a 5% service fee.**
4. Cheques must be made payable to Vegreville Agricultural Society (VAS).
5. VAS accepts Mastercard, Visa, Debit and e-transfer.
6. Any damages or additional cleaning fees will be charged to the Renter based on the inspection completed following the rental.
7. Any costs exceeding the damage deposit will be invoiced to the Renter.
8. **Cancellation Policy:**
 - **Cancellations made more than 14 days before the event are subject to a 25% administration fee.**
 - **Cancellations made within 14 days of the event will result in forfeiture of all monies paid.**

INSURANCE & LIABILITY

1. The Renter is responsible for obtaining appropriate liability insurance for their event and must name the **Vegreville Agricultural Society as an additional insured** on the policy.
2. The Renter must sign the applicable VAS waiver and assumes all liability associated with their event.
3. The Renter agrees to hold the Vegreville Agricultural Society harmless from any and all claims arising from the Renter's use of the facilities.
4. VAS is not responsible for loss of or damage to personal property, equipment, materials or belongings brought onto the property by the Renter or event participants.
5. The Renter is responsible for taking appropriate security measures for their property and event.
6. Alcohol may only be served or consumed in accordance with the liquor laws and regulations of the Province of Alberta. The Renter is responsible for obtaining all required liquor licences and permits.
7. VAS may, at its sole discretion, require the Renter to provide appropriate safety equipment, medical personnel, security personnel or other specialized services for an event.
8. Events involving minors must be adequately supervised and chaperoned by responsible adults who will ensure compliance with VAS policies and requirements.

DAMAGES

1. The Renter is responsible for any damage caused to VAS facilities, grounds, equipment or property during the rental period.
2. VAS will assess any damages following the rental.
3. The Renter is responsible for the full cost of repairs or replacement resulting from damage caused during their rental.

4. If the cost of damages exceeds the damage deposit, VAS will invoice the Renter for the remaining balance.
 5. The Renter agrees to pay any such invoice upon receipt of an itemized list of damages and associated repair or replacement costs.
 6. Renters are **not permitted to attach, hang, tape or secure items to walls, ceilings, doors or other surfaces** without prior approval from VAS.
 7. Any holes, tape residue, adhesive residue or other damage caused by decorations or attachments will be considered damage and may be charged to the Renter.
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GROUND & FACILITY REQUIREMENTS

1. At the conclusion of the rental, the Renter must leave all facilities and areas used in a clean and orderly condition.
 2. Cleaning requirements are provided for each facility and must be followed by the Renter.
 3. If additional cleaning is required following the rental, VAS may charge the Renter an additional cleaning fee.
 4. The Renter must complete all required VAS Hall Cleaning Instructions.
 5. In accordance with **Section 38 of the Public Health Act Food Regulation**, animals are prohibited in establishments where food is prepared, stored or offered for sale. This does not apply to a guide dog used by a person who is hearing or vision impaired. Valid license to be shown upon request
 6. Smoking is prohibited inside all VAS facilities.
 7. The Renter must comply with all posted facility occupancy limits.
 8. Open fires are not permitted on VAS grounds unless specifically authorized by VAS.
 9. Illegal, unsafe or dangerous activities that may pose a risk to people, property or facilities are prohibited.
 10. All grounds accessories, including garbage cans and other equipment used during the event, must be returned to their original locations at the conclusion of the rental.
 11. VAS has an **Emergency Response Plan (ERP)**. The Renter is required to review the ERP and share applicable information with event staff, volunteers and participants.
 12. The Renter will be required to sign a confirmation that the Emergency Response Plan has been reviewed.
 13. All keys must be returned at the conclusion of the rental and post-function inspection.
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EVENT SETUP & SITE MAP

For full grounds rentals and events requiring extensive setup:

- A detailed site map must be provided to VAS **at least two weeks to VAS Office Manager prior to the event**.
 - The site map must be reviewed and approved by VAS.
 - Setup included in the rental price will be completed according to the approved and signed site map.
 - Any changes or additional setup requested after the site map has been approved may result in additional charges.
 - Additional tractor, equipment, staffing, garbage or setup requirements will be charged at the applicable rates.
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SIGNATURES

By signing below, both parties acknowledge that they have read, understood and agree to all terms and conditions contained in this Facility Reservation Agreement.

Signatures

The agreement is granted by:

VAS Representative _____ Date: _____

Printed name of VAS Representative _____

Renter signature: _____ Date: _____

Printed name of Renter: _____

Dining Hall Cleaning & Damage Inspection Checklist

Grills:

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|--|--|
| ☐ Clean grill making sure to do the sides and backsplash. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Also do the front and side of the lower portion of grill. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Empty drip pans from under grill and scrub well. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ If deep fryer was used, empty oil and clean inside fryer. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Clean fryer baskets and wipe down the front and sides of fryer. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Counters:

- | | |
|---|--|
| ☐ Wipe all counter tops and inside shelves. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Wipe stainless steel counter tops and wipe with glass cleaner. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Fridges:

- | | |
|---|--|
| ☐ All fridges that were used must be cleaned inside and out. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ All pop coolers must be wiped inside and out, and glass shined with glass cleaner. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Floors:

- | | |
|--|--|
| ☐ All floors must be swept and washed. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Mats must be lifted and cleaned underneath. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Dining Area

- | | |
|---|--|
| ☐ Eating area of dining hall must be swept and washed. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ All tables that were used must be washed. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Chairs must be put up on tables. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ Rugs must be vacuumed. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| ☐ All garbage cans must be emptied and replaced with clean bags. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Washrooms:

- | | |
|---|--|
| ☐ To be left in respectable order. | ☐ Good ☐ Satisfied ☐ Dissatisfied |
| Floors must be swept and cleaned. | ☐ Good ☐ Satisfied ☐ Dissatisfied |

Reason of Dissatisfaction:

Damage Deposit Return: ☐ Full ☐ 75% ☐ 50% ☐ 25% ☐ No Return of Deposit

Renters Signature: _____ **Date:** _____

VAS Inspector Signature: _____ **Date:** _____