



Summer Village of Sundance Beach

Administrative Policy

Number	Title			
2025-02	Community Centre Rental Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	2025-02	Resolution No:	
	Date:	May 8, 2025	Date:	

Policy Statement

The purpose of the policy is to establish the guidelines and rental procedures for the Community Centre (which includes the John Turgeon Hall, the Large Meeting room and the parking lot) in the Summer Village of Sundance Beach.

Guidelines

Reservations:

- All reservations shall be coordinated by the CAO and/or their designate.
- Summer Village annual events, Council meetings and Community Potluck Dinners shall be booked at least sixty days prior and will always be top priority. There will be no charge for events designated by the CAO as Summer Village Events.
- All other Community Centre rentals are accepted on a first come, first serve basis to residents and the public. Preference is given to residents when two reservations are received simultaneously. Weekly regular events may be moved into the boardroom if the main hall is needed for another booking. Reservations are confirmed once payment is received for the damage deposit and hall rental.
- The Summer Village has the right to revoke or refuse permission for use of the Community Centre or any part thereof at any time or for any reason.
 - Large sporting events will not be accommodated.
- Any event requiring more parking than the Community Centre provides will not be allowed with exception of the Canada Day Celebration, or as approved by the CAO.
- Rental contracts should be signed at least sixty days prior to the event, accompanied by the rental fee, damage deposit, and copy of insurance if required.
- Rental fees and damage deposits will be established by the CAO and Council and may be updated at their discretion. All fees will appear in Appendix A.



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- The individual signing the Community Centre rental agreement must be at least 18 years old and is responsible for the setup, organization, implementation and supervision of their event.
- If a renter or their guests cause greater damage to the Community Centre than the damage deposit, the renter will pay the full amount of repair costs.
- An inspection of the Community Centre will be done after the event, and before the next booking. The inspection will be done by administration or designated volunteers.
- Special Event Insurance may be requested for events at the discretion of the CAO or designate. Where alcohol is served the renter must have a permit from the Alberta Gaming Liquor and Cannabis Agency. Proof of permits and insurance must be provided to the Summer Village Administration prior to the event. The Summer Village of Sundance Beach MUST be named as an Additional Named Insured on the insurance policy.
- Renters will gain access to the Community Centre by administration or designated volunteers.
- Rental fees are non-refundable unless the Community Centre rental is cancelled, in writing, one month prior to the function.
- This policy and appropriate appendices will be provided to all renters.

Community Centre Use Guidelines:

- The renter is responsible for cleaning as outlined in the Rental Agreement and in Appendix B.
- Rental of the Community Centre includes the parking area (including pickleball court and basketball court), but does not include the playground. The playground will remain available to the public.
- Overnight occupation is not permitted.
- Parking with a motorhome is not permitted.
- Overnight parking by residents with personal use vehicles, when the hall is not rented that week-end, may be permitted, as determined by the CAO.
- The Community Centre comprises smoke free facilities. This includes tobacco products and cannabis, further defined in the Tobacco Products and Cannabis Use in Public Places bylaw.
- Renters must follow Maximum Occupancy rules determined by Fire Services of the County of Wetaskiwin in Appendix C.

Revisions:

Resolution Number	MM/DD/YY

Appendix A

Community Centre Rental Rates

1. John Turgeon Community Hall

Non-residents = \$175 /day	Damage deposit = \$175/day
Residents = \$115/day	Damage deposit = \$115/day

2. Large Meeting Room

Non-residents = \$175/day	Damage deposit = \$175/day
Residents = \$115/day	Damage deposit = \$115/day

3. Entire Facility Rental

Non-residents = \$350/day	Damage deposit = \$350/day
Residents = \$230/day	Damage deposit = \$230/day

4. Hourly Rental

The following rates apply when the renter does not use the kitchen and is responsible for all cleaning after meetings/events.

Community Hall	\$50	Minimum 2 hours
Large Meeting Room	\$50	Minimum 2 hours

5. Set up and Clean Up Extension Fees, if available

Prior Evening Set Up	\$50
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Post Event Morning Clean Up	\$50
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John Turgeon Community Hall

Summer Village of Sundance Beach
RR1 South, Site 1 Box 28
Thorsby Alberta, T0C 2P0
780-389-4409 email: info@sundancebeach.ca
www.sundancebeach.ca

Thank you for enquiring about the John Turgeon Community Hall for your upcoming event.

Please find enclosed, copies of our Rental/Fee & Responsibility Agreement. If you decide to book your function/event with us, please sign, date and return one copy of the agreement along with damage deposit and rental fee to the Village office.

The John Turgeon Community Hall is a 1560 square foot building with a large common room, kitchen and two wheelchair accessible washrooms. There is an automated external defibrillator on site.

There are enough tables and chairs to accommodate groups up to 70 people in the main room.

While the kitchen is equipped with appliances and some other supplies, it is advisable to be aware of your needs, so you bring anything else your event will need.

There are two gas barbeques available on request.

Outside, there is a parking lot which can accommodate 30-40 vehicles.

RVs are allowed in the parking lot at the discretion of the Summer Village, although there are no hook ups for water, power or sewer.

No open fires, or fireworks are permitted.

The Hall does not provide catering or dishes for a full-service meal. Coffee urns, and juice dispensers are available.

If further information is required, please contact us. We can answer your questions and arrange a tour.

Cleaning Responsibilities of Renter following a function/event

Inside Hall: Non-Smoking facility (all areas)
No pets are allowed in the premises. (Service animals are welcome)

Banquet Area and Entrances:

- 1- Clean and wipe off all tables and chairs
- 2- Return extra tables and chairs to the storage area
3. Pick up trash, sweep and damp mop floors
4. Remove decorations

Kitchen Area

- 1- Used community linens, dishtowels, etc. must be left on the hanger in the kitchen to dry.
- 2- Dishes, cutlery, serving bowls, pots & pans are to be washed and returned to proper place
- 3- Clean and wipe all counters and dishwashing area
- 4- Clean up bar area: take out all liquor/empties
- 5- Sweep and damp mop kitchen and bar floor
- 6- Appliances must be emptied and wiped down to remove spills and debris
- 7- Put all garbage into garbage bags and placed in the bin provided outside the front of the hall.
Re-line garbage containers with new bags provided.
- 8- Check ovens, elements, grills and fans are "OFF"

Bathrooms

- 1- Pick up any paper on floor & counters and empty into container provided
- 2- Flush all toilets and urinals making sure no water supply is left running

Outside hall

- 1-Pick up all litter.
- 2-If barbeques are used, they must be cleaned.
- 3-Outdoor tables and chairs must be wiped down.

Note: Failing to comply with the above responsibilities may result in the renter forfeiting a portion, or all the damage deposit as determined by the renter.

As a renter, I agree to abide by the above responsibilities

Signed by Renter

Date _____



County of Wetaskiwin No. 10

P.O. Box 6960, Wetaskiwin, AB T9A 2G5
Phone: (780) 352-3321
Fax: (780) 352-3486
www.county.wetaskiwin.ab.ca

Strong Proactive Leadership • Safe Progressive Communities

FIRE SERVICES

MAXIMUM OCCUPANT LOAD

(To be posted in a Conspicuous Place Near the Principal Entrance)

FOR: Summer Village of Sundance Beach – John Turgeon
Community Hall

LOCATION: Sundance Beach Community Centre

Alberta Fire Code Article 2.7.1.3.

- (1) The maximum permissible occupant load for any room shall be calculated on the basis of the lesser of
 - (a) the number of occupants determined in accordance with the Table 3.1.17.1 of the Alberta Building Code,
 - (b) the occupant load for which means of egress are provided, or
 - (c) the occupant load as calculated and posted in accordance with the Alberta Building Code
- (2) The number of occupants permitted to enter a room shall not exceed the posted maximum occupant load calculated in conformance with sentence (1). See Sentence 2.7.1.5. of the Alberta Fire Code which specifies the required aisle and row arrangements.

STANDING SPACE

180

SPACE WITH FIXED SEATS

N/A

SPACE WITH NON-FIXED SEATS

168

NON-FIXED SEATS AND TABLES

132

LOUNGE – NON-FIXED SEATS AND TABLES

N/A

FAILURE TO ENSURE THAT THE MAXIMUM OCCUPANT LOAD IS NOT EXCEEDED COULD RESULT IN THE OWNER OR PERSON/S IN CHARGE BEING FOUND GUILTY OF AN OFFENCE UNDER THE SAFETY CODES ACT.

Mike Zajac
SCO #115473
Designation #00004083