

**Lethbridge Therapeutic Riding Association
Kinsmen Learning Centre Rental
Rules and Responsibilities**

Rental Fees

Rental fees for the Kinsmen Learning Centre (main floor only) are the following:

Day Use

½ day (morning or afternoon)	\$ 85.00
full day (9-5)	\$160.00

Evening Use

After 5:00 pm to 11:00 pm ONLY	\$145.00
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Capacity

The Kinsmen Learning Centre capacity is 50 people.

Security/Damage Deposit

1. A Security/Damage Deposit is required at the time of booking in order to secure the use.
2. This fee is required in the form of credit card information and authorization to charge any costs to the respective card.
3. The deposit will be refunded within 5 days after the function if the facility has been cleaned according to condition in this agreement **AND** no damage has occurred.
4. Any costs incurred by the LTRA for extra cleaning or repairs to damages that occurred during rental will be deducted from this deposit.

Renter Responsibilities

1. It is the Renter's responsibility to set-up and take down any additional tables and seating that they may require.
2. No confetti of any type is allowed in or around the facility. Any violation will result in extra cleaning charges applied to damage deposit.
3. **LTRA is a NON SMOKING FACILITY. There is absolutely no smoking anywhere on the property.**
4. All dishes or utensils used must be properly cleaned and put away.
5. Renter must supply their own dish towels and dish clothes.
6. All tables, counter tops, appliance and floors must be properly washed.
7. All personal property including: bottles, mix, food, sound equipment etc. must be removed from the facility the same night as the function.
8. All garbage must be bagged and removed the same day as the function. A large container is located just west of the Learning Centre.
9. Decorations can only be put up using **PINS ONLY** and must be removed completely following the function.

10. The facility must be vacated by 12:01 am. This includes guest and cleaning personnel.
11. A security/Fire Protection employee will open and close the building. This person will meet with the Renter at opening time and provide an orientation with respect to conditions, extra chairs or tables, ect., plus a contact telephone number to call 15 minutes prior to departing the premises.
12. **DO NOT FEED THE HORSES. DO NOT ENTER THE PADDOCKS OR CORRALS. ENSURE THE SAFETY OF CHILDREN.**
13. All renters must have special events liability or commercial general liability insurance. Private renters must have home owners liability insurance. Proof to be sent in with the signed agreement form.

The Lethbridge Therapeutic Riding Association is not responsible for lost, damaged or stolen articles.

Lethbridge Therapeutic Riding Association

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