



# CLUBHOUSE CONTRACT

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It is the desire of Riverside RV Village ("Riverside") for all Owners and their Guests to be able to use and enjoy the Riverside Clubhouse ("Facility").

Clubhouse Booking requests for the upcoming season will be decided after January 1<sup>st</sup>

The Social Club and Board must book dates by September 30<sup>th</sup> of the year prior to the new upcoming season.

Owners may request bookings for the upcoming season after October 1. If an owner requests the same date for the upcoming season that they had booked for the current season they will have to wait until after Jan 1st for confirmation, as if another owner wishes that date, the new requestor will have preference for that date for the upcoming season.

The Clubhouse Booking form can be found on the website.

**Fees:** The signee (Occupant) of this contract is responsible for compliance. The Clubhouse facility is available to all owners of Riverside at a cost of \$100.00 for a private event payable by e-transfer to [treasurer@riversidervillage.com](mailto:treasurer@riversidervillage.com). Also, a refundable damage deposit/cleaning fee of \$100.00 payable by cash or cheque will be collected at the time of usage by the Park Superintendent.

There will be no fees charged for park events. There will be no rentals to non-owners.

Pages 1 – 3 of the contract will be kept by the Riverside Superintendent after signatures are acquired.

Pages 4 – 7 will be kept by the Occupant for reference.

## 1) FACILITY

Name of Facility: **Riverside RV Village Clubhouse**

Location: **200 – 4 Avenue SW; Sundre, Alberta, T0M 1X0**

Capacity: **100 seated; 237 standing; all service animals are welcome**

**2) OCCUPANT**

Occupant Name(s).....

Occupant Contact Number (during the Event).....

Occupant Lot # .....

**3) EVENT**

Description of Event .....

Date of Event.....

Time Event Begins (incl. set up).....

Time Event Ends (incl. cleanup).....

Estimated Attendance .....

**4) SIGNATURE**

The information provided in this contract is true and correct. I / we have read and understand this contract and agree to all of the aforementioned rules, regulations, and conditions of use. I / we understand the cancellation policy in Section 6.

Occupant Name:

(Please Print) .....

Occupant's Signature.....

Date.....

**5) FOLLOW-UP AND CONFIRMATION**

*(To be completed by a Riverside Representative)*

A representative from Riverside RV Village "Riverside" is committed to follow-up with Occupant on a regular basis to ensure the event described in Section 3 has not been changed, cancelled or postponed.

	Date	Time	Representative
Follow-up # 1			
Follow-up # 2			
Follow-up # 3			

## 6) CONDITIONS OF USE

### a. RESERVATIONS

- i. Occupant must be at least twenty-one (21) years of age.
- ii. Occupant shall be responsible for securing all required permits and licenses (if required). In filling out a permit or license the occupant shall use their home address as the party responsible and the venue shall be identified as: Riverside RV Village Clubhouse, 200 4<sup>th</sup> Ave. SW, Sundre, AB, T0M 1X0.
- iii. Facility shall be used for the purpose stated in this contract and no other use will be permitted.
- iv. Occupant shall permit any Riverside Officers to visit the event described in this contract.
- v. Under no circumstances shall Occupant sublease or allow any other organization or individual to use the Facility for the period for which Occupant has contracted.

### b. OCCUPANCY AND CANCELLATION

- i. If Occupant decides not to use the Facility during the time indicated in Section 3, the Occupant must provide at least seven (7) days notice to cancel the reservation. Failure to provide adequate notice will result in a \$100.00 (one hundred dollars) penalty.
- ii. Occupant is responsible for any lost keys, and any costs that Riverside might incur to replace and / or re-key the Facility doors.
- iii. If the Facility is left damaged during or after the event, the Occupant shall be charged for any and all janitorial and / or repair fees incurred by Riverside as a result of it, and these fees shall be billed to the Occupant.

### c. INDEMNIFICATION

- i. The Occupant shall indemnify, defend, and hold harmless Riverside, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and / or arising out of or in any way connected with the Occupant's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of Riverside, its officers, employees, or agents.

- ii. Occupant shall report any personal injuries or property damage arising at any time during and / or arising out of or in any way connected with the Occupant's occupancy of the Facility and adjoining property to the Riverside designate, in writing and as soon as practicable.
- iii. Occupant waives any right of recovery against Riverside, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. The Occupant shall not charge results of "acts of God" to the Riverside, its officers, employees, or agents.
- iv. Occupant waives any right of recovery against Riverside, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with the Occupant's use or occupancy of the Facility and adjoining property, even if Riverside, its officers, employees, or agents seek recovery against the Occupant.

#### d. SECURITY & POLICING

- i. Occupant is solely responsible for supervising all individuals at the Facility and adjoining property during the event. Riverside is not responsible for providing supervision. However, Riverside may evict individuals from the Facility during the event if their conduct is not in the best interest of the public including Riverside residents or is deemed to be detrimental in any way. Local authorities will be engaged when required.

#### e. SET UP / DECORATIONS / BARBEQUE / CLEAN UP

- i. Occupant, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period stated in Section 3. The Occupant shall be responsible for arranging access during the time requested for entry and exit of the Facility.
- ii. Occupant shall meet with Riverside at the facility immediately prior to the event. At this time keys will be provided and a general inspection of Facility for cleanliness and condition will be conducted.
- iii. Occupant shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein. When setting up tables and chairs, the Occupant must bring the tables and chairs into the hall through the outside deck and not through the bathrooms.
- iv. Barbeques (BBQ's) are available for use by the Occupant. The grills are typically stored away from the BBQ's and can be made available by Riverside at the time the keys are provided. Special care must be taken by the Occupant to leave the BBQ's **in clean, or cleaner, condition** as they were found before use, and covered following the event. If the BBQ's are left in an unsatisfactory condition a fee of \$40.00 per hour for cleaning will be charged to the Occupant.

- v. Occupant shall be responsible for all cleanup of the Facility, including adjacent grounds, at the end of the contract. Occupant shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Optionally, the occupant may choose to pay Riverside for cleaning services at \$40 per hour. Occupant shall also leave all fixtures, in good working condition.
- vi. **Clubhouse cleaning:** Brooms, mop, pail, dish cloths and towels are all that are supplied. You must bring your own cleaning supplies and garbage bags.

Tables and Chairs must be cleaned before being put away

Please do not lock the bathroom doors leading to the outside as residents need to access those doors.

Please wash all dishes, pots, or anything used and put them back where they came from

Sweep then mop the hall and kitchen with hot water and dish soap on the floor. No chemicals

Clean fridge, microwave and any appliances used

Clean counter tops, stove, dishwasher if used

ALL garbage inside and outside must be emptied and put in the dumpster

Bottle bins must be emptied and there is a donation shed at the front gate if you choose to put them there

- vii. Riverside will take care of washing the linens used during the Event. Occupant must leave used linens on the counter for staff to retrieve.
- viii. Occupant shall be responsible for any and all damage to the Facility and / or its contents during use. In the event damage occurs or excessive cleaning is necessary, Occupant shall be charged for any and all janitorial and / or repair fees incurred by Riverside as a result.
- ix. Occupant shall, again, meet with Riverside at the Facility following the event. At this time keys will be returned to Riverside and a final inspection of Facility for cleanliness and condition will be conducted. If the general cleanliness of the Facility is not acceptable, as deemed by Riverside, final cleaning will be performed by Riverside and billed to Occupant at \$40 per hour.

**f. EQUIPMENT / ACCESSORIES**

- i. Occupant shall not remove, relocate, or take Riverside property outside of the Facility for any reason.
- ii. Occupant or guests shall not drive motorized vehicles on the field or green spaces.
- iii. Occupant shall secure the approval of Riverside before using audio / visual systems, public address systems, and live or recorded amplified music.

**g. MISCELLANEOUS**

- i. Occupant shall comply with all local, provincial, and federal laws and regulations related to the use of the Facility.
- ii. Occupant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility. Capacity: 237 occupants standing, 100 occupants with tables and unsecured chairs.
- iii. Smoking is not permitted in the Facility, either within or on the outside deck / patio space.
- iv. No animals are permitted in the Facility, with the exception of service animals.
- v. If Occupant violates any part of this contract or reports false information to Riverside, Riverside may refuse the Occupant further use of the Facility.
- vi. Riverside may impose additional requirements as deemed necessary to protect the health, safety, and / or welfare of the community.
- vii. Any person aggrieved by Riverside's decision with respect to this contract may appeal to the Riverside BOD in writing no later than five (5) days after Riverside's decision has been communicated to the aggrieved party.
- viii. If any provision of this contract is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

March 2025