

1. All cheques to be made payable to: Minister of Finance – Long Lake Centre
2. INSURANCE
 - a. The Renter shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage including loss of use thereof.
 - b. The Renter acknowledges that failure to maintain the above insurance in no way relieves the Renter of responsibility for any claim for which they Renter is legally responsible, and the Renter accepts full responsibility for any and all costs associated with such a loss. The Renter further acknowledges that no protection is available to it under the Government of Alberta's Risk Management Plan.
3. INDEMNIFICATION
 - a. With respect to the Renter's use of the Long Lake Outdoor Education Centre (the "Facility") or any equipment of the Facility, the Renter agrees to indemnify and hold harmless Her Majesty the Queen in right of Alberta as represented by the Minister of Sustainable Resource Development (the "Minister") from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Renter is legally responsible, including those arising out of negligence or wilful acts by the Renter or the Renter's employees, officers, agents or guests. This hold harmless provision shall survive this Agreement.
4. LIABILITY OF MINISTER
 - a. Except for the negligence of the Minister, or the Minister's officers or employees, the Minister shall not be liable or responsible in any way for:
 - i. Any injury of any nature whatsoever or death that may be suffered or sustained by the Renter or any of the Renter's guests; or
 - ii. Loss or damage in relation to the rental use of the Facility by the Renter during the course of the rental to any property owned by or in the possession of or under the control of the Renter or any of the Renter's guests.
5. DAMAGE TO FACILITY
 - a. The Renter shall be responsible for and be liable to the Minister for any of the property of the Facility damaged or destroyed during the Renter's use of the Facility, reasonable wear and tear excepted.
6. DAMAGE TO EQUIPMENT
 - a. The Renter shall be responsible for and be liable to the Minister for any equipment of the Facility damaged or destroyed during the Renter's use of the equipment, reasonable wear and tear excepted.
7. EQUIPMENT RENTAL
 - a. The Renter, and the Renter's guests, shall not take any Facility recreational equipment from the Facility premises without the prior permission of Facility staff. Prior to taking any equipment from the premises, the Renter must provide one piece of identification and a valid credit card to Facility staff. By providing credit card information and reserving and / or taking the equipment, the Renter authorizes the Minister to charge any fees, and other amounts due from the reservation and / or rental of the equipment (including costs associated with the replacement or repair of equipment lost or damaged by the Renter or the Renter's guests).
8. Bookings:
 - a. A \$200 deposit or 10% of booking fee, whichever is greater, is required to secure booking of the Facility.
 - b. Recreational equipment has a separate damage deposit. Please refer to the Rental Fee Structure for detailed amount.
 - c. Deposits must be received at time of booking.
 - d. In the event that the Facility is booked for a rental the same day as date of arrival, the Renter must bring the deposit on the date of arrival.
 - e. The deposit may be applied against the cost of any damages and / or the cost of any cleaning required as a result of the failure of the Renter to leave the Facility in a clean and satisfactory condition. The deposit will otherwise be deducted from the Facility rental fee.
9. Cancellation:
 - a. If a notice of a cancellation is given to the Long Lake Centre more than two weeks prior to a booked arrival date, the Long Lake Centre will refund deposit minus a \$50 administration processing fee.
 - b. If a notice of cancellation is received by the Long Lake Centre less than two weeks prior to a booked arrival date, the deposit is forfeited.
 - c. The Long Lake Centre reserves the right to cancel programs, without liability to the Renter due to insufficient staffing or hazardous environmental conditions. Full credit will be issued.
10. Payment:
 - a. **Please refer to the Fee Chart for equipment and site specific rental options.**
 - b. The rental fees for the Facility are listed below. Additional fees are payable for equipment and site specific rental options.

c. The Renter agrees to pay all fees and charges invoiced by the Minister. Amounts payable to the Minister are due within 30 days from issue date on invoice. A 5% administration fee will added to any outstanding amount owing every 30 days until the amount owing (including all administration fees charged to the Renter) is paid in full.

11. Conditions of Facility Use:

- a. The Renter is responsible for clearing and sweeping cabins and re-stocking wood in cabins that are used by the Renter during time of rental agreement.
- b. The site must be left in a clean and satisfactory condition, as determined by the staff of the Facility.
- c. The Renter must clear all personal items from the Facility and clean floors and counter-tops to the same condition as upon arrival.
- d. If any buildings are left by the Renter in an unsatisfactory condition, as determined by Facility staff, the costs for cleaning those buildings will be charged to the Renter.

12. Food and Garbage:

- a. The Renter is responsible for catering arrangements.
- b. All food must be removed from the Facility upon departure.
- c. All garbage must be properly disposed of in a designated garbage bin.

13. Upon the Renter's arrival, the Renter shall attend any orientations to emergency procedures and site regulations that are provided to the Renter by Facility staff.

14. The Renter and the Renter's guests shall comply with all rules and regulations posted at the Facility or otherwise provided to the Renter. The rules and regulations of the Facility may be amended from time to time by the Minister.

15. The Long Lake Centre is a drug and alcohol-free facility. The Renter shall not cause, permit nor suffer any drugs or alcoholic beverages to be brought upon, kept, supplied or consumed in or about the Facility.

16. The Facility reserves the right to terminate any rental, without payment of refund or credit, if in the opinion of the Facility staff, the Renter, or any or all of the Renter's guests, is a hazard to the safety or rights of others or violates the rules of the Facility or the conditions of this rental agreement.

Renter's Name: _____ Renter's Phone #: _____

Renter's Email Address: _____

Billing Address: _____

City Province Postal Code

Date /Time Arrival: _____ Date/Time Departure: _____

Number of People: _____ Specify Equipment Request: _____

I, the undersigned, on behalf of my group, agree to all terms and conditions of this rental agreement. I agree to assume responsibility and control of the rental group and guests. I understand and agree to the rental policies and the Facility regulations. All participants will review and submit a Participant Waiver prior to or upon arrival.

A cheque deposit in the amount of \$200 (or 10% of quote) is required upon booking.

Renter's Signature

Printed Name

dd/mm/yyyy

Complete and Return To: Long Lake Centre, Main Office
9920-108 Street
Edmonton AB T5K 2M4
Fax: 780-427-4407
Email: srd.infocent@gov.ab.ca

**Please Make Cheques Payable To:
Minister of Finance – Long Lake Centre**