

Highlands Community League Single Use Hall Rental Agreement

Agreement between Highlands Community League, 6112 113 Ave. Edmonton AB T5W 4C2

Represented by: _____

Phone: _____ E-mail: _____

-and-

Renter: _____
(Please print)

Address: _____

Phone: _____ E-mail: _____

Highlands Community League Membership Number: _____

Date(s) of Rental: _____

Time of function: _____ to _____

Purpose of Rental: _____

Date of Function: _____ Time of Function: _____ to _____

Expected attendance: _____ Liquor to be consumed? Yes ☐ No ☐

Room Required:

Program (downstairs) _____ Lounge _____

Sport _____ Arena _____

Other _____

Liquor to be consumed? Yes ☐ No ☐

Name on Liquor Permit: _____

Phone Number: _____ Permit number: _____

Third-Party Liability Insurance: Proof of insurance is required if liquor is being served. The renter may be able to provide insurance confirmation through their homeowners' policy. If not, this coverage may be obtained through the Edmonton Community League Short-term Hall Rental Program which provides renters with \$2 million comprehensive liability coverage, including host liquor liability coverage and names the community league as an additional insured. This coverage is available at very economical rates. For more information contact Foster Park Baskett insurance Ltd or visit www.efcl.org for an application

Third Party Liability Insurance Required? Yes ☐ No ☐

Insurance certificate produced? Yes ☐ No ☐

Fees Agreement:	Basic Hall Rental Fee	\$ 175
	Member Discount	\$ 50
	Barbecue rental fee @ \$25 a day	
	Other Charges	\$ _____.____
	Total	\$ _____.____

Damage deposit (\$500 if liquor is served) received: Yes ☐ No ☐

Agreement

Highlands Community League agrees to provide the renter access and use of the facility and its rental equipment (tables, chairs, dishes, etc.) in accordance with the details outlined above and with the attached Terms and Conditions.

I hereby acknowledge that I have carefully read the above, and did receive a duplicate copy of this agreement this _____ day of _____, 20____.

THIS AGREEMENT EXECUTED on behalf of:

HIGHLANDS COMMUNITY LEAGUE

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Terms and Conditions

1. Definitions

- Renter: Individual or Organization identified on the rental agreement that is renting the Highlands Community League facilities.
- Facility: Highlands Community League space as specified, and all interior furnishings, appliances, fixtures and other items that are the property of Highlands Community League.
- Agreement Period: The exact time frame stated on page one of this agreement.
- Damage Deposit: A refundable fee to be submitted to the Highlands Community League.

2. General

- Neither Highlands Community League nor any of its officers or directors assume any responsibility, financial or otherwise, for any injury to the renter, the renter's guests or patrons, or any damage or loss of any property of the renter or the renter's guests or patrons, including any claims arising from the dispensing of alcoholic beverages. The Renter shall be responsible for the proper behavior of all occupants, guests and patrons while entering, occupying or leaving the facility.
- On request, the Renter must provide proof of liability insurance coverage prior to the start of the agreement period. The Renter must have Highlands Community League listed as an additional insured on the Renter's insurance policy.
- The Renter shall have exclusive use of the room for the duration of the agreement period.
- The Renter is responsible for leaving the facility, grounds and barbeque (if used) clean and free of garbage and debris.
- The Renter shall use the facility only for the purpose stated on the Rental Agreement, unless otherwise approved by Highlands Community League. The Renter agrees not to engage or show strippers, nude show, pornographic movies or allow other like activities to take place in the facility.
- Tuck/Masking tape is the only tape to be used in the facility and will be removed at the end of the event. The Renter shall not affix nails, screws, hooks, tack or staples of any kind to the walls, floors, ceiling or equipment in the facility. No rice or confetti shall be used inside the facility. Helium-filled balloons must be tethered to a stationary object. Flame-proof containers must be used for candles, and no candle may be left burning unattended.
- It is the Renter's sole responsibility to obtain all local or provincial permits necessary for the event. If liquor is being served, the liquor licence must be shown to the Community League Representative at the time of finalizing the rental.
- The Renter shall be aware of any designated "no parking" areas. If these are violated, offending vehicles will receive a ticket and may be towed away at the owner's expense.
- No smoking is allowed within the facility.
- The Renter agrees to monitor the volume of music played and to ensure that this is reasonable and that neighbouring residents will not be disturbed.
- Highlands Community League reserves the right to enter the facility during the the Agreement Period to ensure that these Terms and Conditions are adhered to, and to terminate the agreement at any time if the Renter is not complying.

3. Reservation Fee:

- The damage deposit serves as a reservation fee and must be paid at the time of booking the facility.
- If the booking is cancelled with notice of more than 30 days, 75% of the damage deposit will be refunded. Within 30 days of the booked date, the deposit is totally non-refundable. In the event that the Highlands Community League receives another booking for the same date after the initial booking has been cancelled, the first party's reservation fee will be refunded.

4. Damage Deposit

- The Renter is responsible for accidental or intentional damage to the facility for the duration of the agreement period, while the facility is in the Renter's care, custody and control.
- The facility will be inspected after the agreement period and a check-out report will be prepared. An inspection will not necessarily be conducted immediately prior to each rental. It is the responsibility of the Renter to contact the Booking Coordination if the facility is found to be either damaged or dirty at the beginning of the Agreement period.
- The damage deposit funds will be forfeited in whole or in part by the Renter for any damages to the facility and/or equipment either damaged or missing following the Agreement Period. The amount to be withheld will be at the discretion of the community league and will be equivalent to the costs of either repair, restoration or replacement of the items identified as damaged or missing.
- The community league reserves the right to charge a penalty fee -- minimum \$100 -- for significant violations of these terms and conditions. Such a penalty would be incurred by the Renter and withheld from the damage deposit for violations such as (but not limited to) failure to vacate the premises at the agreed time; excessive noise or other behaviours resulting in complaints from the neighbours; failure to remove decorations or clean the facility.
- Damage deposit funds will be returned in a timely fashion after the booking date. A written description of any damage and/or penalties and the amount to be withheld will be provided if any funds are being withheld.
- The Renter will be notified and requested to compensate Highlands Community League for damage attributed to the Renter's use of the facility in excess of the damage deposit.

5. Key Codes

- Key Codes will be given to the Renter for the Main Door and the room which they are using.
- The Renter shall be responsible for the Key Codes as well as for the security of the facility associated with the use of such Key Codes.
- The Renter shall not share the Key Codes with any other person.

Agreed upon this _____ day of _____, 20____ in Edmonton, AB

Highlands Community League

Renter