

Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this _____ day of _____, 20____ A.D.

Between:

Highlands Community League
(hereinafter referred to as "THE COMMUNITY LEAGUE")

-and-

(hereinafter referred to as "THE RENTER")

THE COMMUNITY LEAGUE owns and operates a Community League Hall, located at 6112 113 Avenue, Edmonton, Alberta

-and-

THE RENTER wishes to use the premises for the purposes described in Appendix 1.

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

TERMS

1. THE RENTER agrees to pay the rental fee indicated in Appendix 1 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1.
2. Event cancellations must be made in writing/email to THE COMMUNITY LEAGUE Hall Rental Coordinator. If THE RENTER cancels this agreement more than thirty (30) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made thirty (30) days or less prior to the event date will receive a refund of their damage deposit but NO refund of the Rental Fee. If for any reason THE COMMUNITY LEAGUE is unable to honour a booking, all monies paid will be fully refunded to THE RENTER.
3. THE RENTER agrees to pay to THE COMMUNITY LEAGUE a damage deposit as indicated in Appendix 1. THE COMMUNITY LEAGUE will return the damage deposit to THE RENTER within 30 days of the date of the event, or within 30 days of the termination of this rental agreement, minus any applicable deductions.

CONDITION OF PREMISES

4. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Appendix 2. If THE RENTER fails to comply, THE RENTER agrees that THE COMMUNITY LEAGUE may deduct the cost of cleaning from the Damage deposit. Cleaning by THE COMMUNITY LEAGUE will be charged at a rate of \$100.00 per hour.
5. Additionally, THE RENTER agrees to comply with the reopening conditions noted in Appendix 3. These conditions of reopening are dictated by Alberta Health Services and are necessary to ensure safety of THE RENTER and guests. Failure to comply will result in immediate cancellation of this rental agreement.

DAMAGE

6. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their occupation of the premises. The damage deposit will be held until an inspection of the premises is completed by THE COMMUNITY LEAGUE following the event. THE RENTER's liability under this clause may not be limited to the damage deposit.
7. THE COMMUNITY LEAGUE shall not be responsible for any loss, damage or injury which may be incurred by any person during the rental period. THE RENTER shall indemnify THE COMMUNITY LEAGUE against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

GUESTS

8. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall.

9. THE COMMUNITY LEAGUE or its designate reserves the right to refuse entry to the premises or to require the removal from the premises of any person who, in the opinion of a representative of THE COMMUNITY LEAGUE, is likely to cause damage to the property of THE COMMUNITY LEAGUE or injury to others.

INSURANCE

10. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises, in an amount not less than \$2,000,000. The policy should name THE COMMUNITY LEAGUE as an additional insured. Policies shall be in a form and with an insurer acceptable to THE COMMUNITY LEAGUE. THE COMMUNITY LEAGUE hall will not be available until a valid Certificate of Insurance is received.

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

11. THE RENTER will ensure that all third-party contractors and/or service providers (caterers, inflatables, etc.) also provide proof of coverage to the same requirement as THE RENTER.

LICENSING

12. THE RENTER will ensure compliance with the conditions of their AGLC liquor license or special event license. This license will be posted in the area where alcohol will be dispensed.

OTHER

13. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.
14. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
15. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
16. Upon any violation of this agreement by THE RENTER as to the stated purpose of this event, who will be in attendance, or the consumption of alcohol, this agreement will be deemed null and void, and the entire Damage deposit will be forfeited. Further, the event may be cancelled or ordered to cease, at the discretion of THE COMMUNITY LEAGUE Hall Rental Coordinator or Designate, without refund of the rental fee. If THE COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event, 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:

Hall Contact:

Print Name:

(Where THE RENTER is an organization, the signature must be that of an authorized signing officer of that organization)

**Highlands Community League Hall Rental Agreement
Appendix 1**

Event Date:

Name of Renter/Organization:

On-Site Authorized Representative:

Address of Renter:

Phone Number(s): _____

Email: _____

Driver's License No. Or Other Government Issue Identification:

Credit Card Number (Optional)

Event Contact Name/Cell Number:

Event date: _____

Start Time: _____ End Time: _____

Time Premises Will Be Vacated: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy Load is 60)

Alcohol Served? No Yes

Food Served? No Yes

Admission Charged? No Yes

Will Security Be Present? No Yes

 If Yes, Security Company Name & Contact Number

Other Rental Conditions: _____

Room Requested	Room Cost		Total
	\$175		
Children's birthday party	\$50	No discount	
Community League Member Discount (Membership # _____)			
TOTAL RENTAL FEE – Due when contract signed or 30 days before event			
Damage Deposit is \$500 if alcohol is being served, \$200 for all others			
TOTAL DEPOSIT – Due at time of booking			

All amounts due may be paid by e-transfer, cash, cheque or bank draft payable to **THE HIGHLANDS COMMUNITY LEAGUE**. Personal cheques will only be accepted 30 days before event.

- ✓ Damage Deposit Received:
- ✓ Rental Fee Received:
- ✓ Certificate of Insurance Received:

Insurance Company: _____
 Policy Number: _____

- ✓ Liquor License or Special Event License (If Applicable):

Name on Liquor License: _____
 Liquor License Number: _____

- ✓ Electronic lock number assigned

This information is being collected in accordance with the Digital Privacy Act and will be used for the purposes of renting a Community League Hall. Information collected will be retained for a period of 60 (sixty) days after rental. Information may be shared with members of the Edmonton Police Service if required as a result of their attendance at the Community League Hall with respect to this event but is protected by the privacy provisions of the Digital Privacy Act. If you have questions about the collection, use of disclosure of the personal information provided on this form, contact THE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

Hall Rental Agreement
Appendix 2: Cleaning and Damage Report

Name of Group:

Name of Representative:

Event Date: _____

Hall Rental Inspection Checklist

	<u>Before Event</u>	<u>After Event</u>	<u>Damage/Notes</u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Damage to walls from previous rentals noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Bar area is clean.			
Kitchen surfaces, appliances and floors are clean.			
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			

Final checkout

- Washrooms, stairwells, and kitchen have been checked for stray guests and belongings.
- Lights are turned off and windows are shut.
- Doors are locked.

Cleaning Supply List

To be supplied by THE COMMUNITY LEAGUE:

- Garbage bags
- Dish soap
- Dish cloths
- Toilet paper
- Broom
- Mop
- Bucket

To be supplied by Renter:

- _____
- _____
- _____
- _____

Deposit Payout Report	
Damage Deposit Collected	\$
<input type="checkbox"/> Less Deductions Noted On Report And Detailed Here:	
	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$

I hereby agree with the above-noted report regarding the condition of Highlands Community League Hall on (date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)