



Delton Community League Hall Rental Agreement

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

BETWEEN:

Delton Community League
12325 88 St NW, Edmonton, AB, T5B 3P2
(Hereinafter referred to as "THE COMMUNITY LEAGUE")

AND:

Name: _____
Address: _____
(Hereinafter referred to as "THE RENTER")

WHERE AS THE COMMUNITY LEAGUE owns and operates a Community League Hall, located at 12325 88 Street Edmonton, Alberta

AND

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

DAMAGE

5. 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 limited to the damage deposit
6. 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

7. 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.
8. 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

9. 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.

10. 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

11. 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

12. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.

13. The RENTER agrees to follow all Government of Alberta and City of Edmonton public health orders and bylaws during the rental. Failure to fully comply may result in your rental being canceled or shut down.

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 canceled 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:

DELTON COMMUNITY LEAGUE and RENTER

Hall Rentals Coordinator's Name: _____

Hall Rentals Coordinator Signature: _____

Renter's Name: _____

Renter's Signature: _____

Note: Where THE RENTER is an organization, the signature must be that of an authorized signing office

Appendix 1

Renter Information

Name:	
Address:	
Phone Number(s):	
Email Address	
Driver's License No. (or Other Government ID):	
Credit Card Number:	
Event Contact's Name:	
Event Contact's Cell Number	

Event Details

Event Date:	
Event Type:	
Start Time and End Time:	
Name of Renter/Organization:	
On-Site Authorized Representative:	

Premises Will Be Vacated By 2:00 AM

Number of Attendees _____ **MAXIMUM Occupancy Load is 220**

Alcohol Served? YES NO

Food Served? YES NO

Admission Charged? YES NO

Will Security Be Present? YES** NO

****IF yes, Security Company Name** _____ **and Contact Number** _____

Other Rental Conditions: The use of fog machines AND/ OR confetti is prohibited at Delton Community Hall

Cost Quantity Total

Hall Rental \$25.00 per hour _____ hours = _____ Total
Weekend package _____
Friday or Saturday (4pm - 2:00 am) _____
Full weekday (Sunday to Thursday) _____
4 hour weekday (Sunday to Thursday) _____
Community League Member discount _____ Membership # _____

Total Rental Fee \$ _____ Due 14 days before event

Damage Deposit \$ _____ Due at time of booking

*All amounts due may be paid by cash, e-transfer, certified cheque or bank draft payable to **THE COMMUNITY LEAGUE**.

Appendix 2

Hall Rentals Coordinator's Name: _____

Hall Rentals Coordinator Signature: _____

Renter's Name: _____

Renter's Signature: _____

After event: Washrooms, stairwells and kitchen have been checked for stray guests and belongings. Lights are turned off and all outside doors are closed and locked

Hall Rental Inspection Checklist

BEFORE Event	Damage and/or Notes	AFTER Event (Damage and/or Notes)	Damage and/or Notes
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, painters tape or string			
Damage to walls from previous rentals noted here			
Floors are swept and washed			
Washrooms are cleaned and garbage is emptied			
Chairs are stacked and stored in designated area			
Tables are washed and stored in their <u>designated area</u>			
Bar area is clean			
Kitchen surfaces, appliances and floors are clean			
Dishes, cutlery, etc. are stored in <u>designated spaces</u> Food, beverages and containers removed			
Garbage containers emptied and garbage put into bin in parking lot			
Outside premises clean and			

free of litter			
Key to hall received/returned			

Cleaning Supply List to Be Supplied by the Community League

Concentrated cleaner	Dishcloths and dish towels
Garbage bags	Toilet paper
Paper towel	Broom, dustpan
Vacuum cleaner	Mop and bucket

Deposit Payout Report

Damage Deposit Collected	\$
Key Deposit Collected	\$
Total	\$
Key deposit retained (If applicable)	\$
Cleaning charge (If applicable)	\$
Less deductions noted on report and detailed Here	\$
Total deductions from Deposit	\$
Amount Returned	\$

I hereby agree with the above-noted Hall Rental Inspection Checklist report regarding the condition of Delton Community League Hall on (date: _____)

Hall Rentals Coordinator (Print Name)

Hall Rentals Coordinator (Signature)

Renter (Print Name)

Renter (Signature)
