

NORTHMOUNT COMMUNITY LEAGUE - HALL RENTAL AGREEMENT
9208-140 AVENUE, EDMONTON, AB (780) 476-8943 or (587) 568-7676

A. Deposits, Fees and Refunds

1. A Damage Deposit must be paid at the time of booking by way of major credit card, cheque, bank draft, money order or cash.
The Damage Deposit if by credit card will be refunded to the same credit card, if deposit is made by any other means will be refund will be made by cheque and mailed to the address of the renter.
Refunds may take up to 2 weeks.
1. The Full Rental Fee must be paid at least 14 days prior to the rental or the Damage Deposit will be forfeited.
2. If the Rental date is less than 30 days from the date of booking, BOTH the Deposit and Rental Fee are required to be paid in full to secure the rental, all cheques must clear the back before the rental date.
3. Notice of Cancellation must be received in WRITING TO THE HALL MANAGER. Upon confirmation of the cancellation of the rental, the hall will be made available to other renters. If the Hall becomes rented, the Damage Deposit will be refunded as outlined in clause 1. above.
4. If the Hall is used for any purpose other than as stated in this Agreement, the event may be cancelled and the Damage Deposit forfeited.
5. If alcohol is to be served a copy of the Liquor Licence is required before the keys are handed to the renter. The Renter is responsible for obtaining the Licence and the subsequent enforcement of all regulations therein.
6. **No alcohol sales are permitted after 2:00 a.m. – this overrides any time specified on the liquor permit**
7. **Music must be off by 1:30 a.m. – no exceptions.**
8. **Proof of insurance must be provided to the booking agent before keys are released.**
9. The Renter: assumes full responsibility for the discipline of the members, guests and others in attendance; will ensure that orderly conduct is maintained Inside, Outside and in the General Vicinity of the Hall.
10. The Booking Agent, Hall Manager, or any designated member of the Northmount Community League Board shall have full access to the premises **during any event.**

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B. General Regulations

Rules and Regulations governing the use of the Northmount Community (League) Hall are as follows:

- 1.** Individuals or clubs are required to sign this Rental Agreement when booking the Northmount Community Hall.
- 2.** All liquor served must be consumed **INSIDE** the premises.
- 3.** The Renter is responsible for **any** damage incurred as a result of the function held. The Northmount Community League Board has the right to withhold all or part of the deposit and also charge extra fees for any damage over and above that covered by the deposit.
- 4.** No nails or tacks are allowed in the wall for decorating. Use only approved FIREPROOF decorations applied ONLY with Masking Tape – ensuring no damage occurs to the surface where the tape has been applied.
- 5. NO CONFETTI OR GLITTER IS ALLOWED.** If used, there will be an additional \$100.00 clean up fee.
- 6.** No dance waxes are allowed. If it is evident to the Hall Manager that such wax has been used, the Renter acknowledges that the total Damage Deposit will be forfeited.
- 7. No PROPANE** powered devices for cooking in any part of the hall, etc. barbeques or stoves
- 8.** Everyone must be out of the Hall by 2:30 a.m. except for the Clean-up Crew. The Hall must be cleaned and vacated by 3:30 a.m. Any violation of this timeframe will result in the total Damage Deposit being forfeited. (Excluding Kitchen Rentals – Cleaning must be done by end of rental hours.)
- 9.** Cleaning regulations are set out in the attached RENTERS' CLEANING DUTIES.
- 10.** The Northmount Community League Board has the right to withhold the deposit until all the itemized cleaning regulations have been performed to the Hall Manager's satisfaction.
- 11.** NO COMMUNITY HALL PROPERTY IS TO BE REMOVED FROM THE HALL WITHOUT EXPRESS WRITTEN PERMISSION FROM THE NORTHMOUNT COMMUNITY LEAGUE BOARD.
- 12.** NORTHMOUNT COMMUNITY HALL IS **A NON-SMOKING FACILITY** – if cigarette butts, burns or ashes are found in the Hall – the total Damage Deposit will be forfeited.
- 13.** A walkthrough is required for any rental at the discretion of the Northmount Community League Board.

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C. Rental Agreement

I/We hereby AGREE TO AND ACCEPT the conditions as set out in this Rental Agreement with the Northmount Community (League) Hall

PRINT NAME(s) of Renter

SIGNATURE(s) of Renter(s)

PRINT NAME(s) of Renter

SIGNATURE(s) of Renter(s)

DATE

**SIGNATURE OF NORTHMOUNT
REPRESENTATIVE**

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RENTERS' SET UP AND CLEANING DUTIES

Note – The Renters for All functions must follow the cleaning list provided or will be charged back for the cost of cleaning services provided and/or hired by the Northmount Community League Board, or the Renter will be asked to come back to finish the job.

- Initial arrangement of tables and chairs is the responsibility of the Renter.
- For Clean Up – put chairs in stacks of 10 - USE THE CHAIRWHEELER TO MOVE them to the Storage Room.
- Clean tables and place them evenly on both of the table dollies – moving them to the storage room starting from the west wall. 6 ft. tables go on the shorter dolly, and 8 ft. tables are evenly divided amongst the remaining dollies. If this is not done – there will be charges for the associated clean up.
- DO NOT DRAG TABLES ACROSS THE FLOOR.
- Sweep floors and mop spills using ONLY the cleaner provided.
- Empty garbage cans. Put garbage out in Garbage Disposal Units on the west side of the Hall.
- Wash off any marks or spills on walls.
- Collect cans and bottles and store them in the GREY BOX provided.
- Mop floors and wash counters and faces of all cupboards in kitchen and /or bar
- If stove is used, it must be cleaned inside and out.
- Remove left over food supplies and clean and wipe out refrigerator.
- Wipe down dishwasher, counters
- Tidy bathrooms and clean spills to the satisfaction of the Hall Manager. Any big messes left in the washrooms will be subject to an additional charge of \$100.00.
- Remove all decorations
- Do not adjust thermostats (Set at 15 degrees)
- Check and lock all exterior doors and return key to the location as specified by the rental agent.
- Clean up parking lot

A review of the hall will be made following your function using the pre-rental checklist.

This checklist determines the readiness of the hall for future rentals, it also determines forfeiture of any monies from the deposit.

Renters are not required to be there, but in the event of a failure to clean charges will incur.

****Cleaning and /or damage will be assessed by the Northmount Community Hall representative.**

An automatic \$100.00 cleaning charge will be assessed if the Hall is not cleaned to specifications outlined in the Cleaning Regulations, thereafter a cleaning charge of \$70.00, will be charged on a per hour basis for any hours necessary to complete cleaning to the Northmount Community League specifications.

*****In case of a dispute between the Northmount Community Hall Booking Agent and the Renter, a two-person committee from the Northmount Community League Board will provide a final ruling on the dispute.**