

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

Between:

Northmount Community League
(Hereinafter referred to as "THE COMMUNITY LEAGUE")
-and-

(Hereinafter referred to as "THE RENTER")

THE COMMUNITY LEAGUE owns and operates the facility of Northmount Community Center,
located at **9208 140 Ave NW, 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 2 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1.
2. 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.
3. THE RENTER agrees to pay to THE COMMUNITY LEAGUE a damage deposit as indicated in Appendix 2. 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.
4. Renter occupation of the Community League begins and ends at the exact times stated on the contract. This includes food prep, setup, decorating, tear down and cleaning. Occupying the Community League after your contract end time will result in a forfeit of your deposit.
5. Third party rental equipment is the sole responsibility of the renter. If available, arrangements must be made ahead of time with the Hall Coordinator to store and pickup the equipment no earlier than one day before and no later than one day after your event. Your Special Event Rental insurance is required to be extended to cover these days. Community League rental charges will apply.

CONDITION OF PREMISES

6. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Appendix 1. 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

7. 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.
8. 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

9. 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.
10. 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.

SPECIAL NOTE

11. This Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.

INSURANCE

12. 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.
13. 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

14. 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

15. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.
16. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
17. 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. THE COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.
18. For any additional services or requests from the renters (ie. late key pick ups, additional trips back to the hall) a charge of \$20/hour plus mileage will be deducted from the rental deposit.

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 honour a booking, all monies paid will be fully refunded to THE RENTER.

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:

NORTHMOUNT COMMUNITY LEAGUE

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

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

PRE-RENTAL CHECKLIST Appendix 1 (forms part of the Rental Agreement)

I/We hereby request to rent the Northmount Community Hall in accordance with this agreement.

Name of Organization or Club: _____

Address of Organization or Club: _____

Name of Renter(s): _____

Address of Renter(s): _____

Primary Telephone #: _____ Cell #: _____

Contact Email: _____

Driver's License or Valid Government ID #: _____

Requested Date: _____

Type of Function: _____

Function Start Time: _____ Finish Time: _____ *All contracts end 3am unless otherwise noted

Day and Time for the preliminary walk through: _____

• Will alcohol be served	YES _____	NO _____	Please ask for information if you are unsure of legal requirements for alcohol service and insurance
• Are you aware of permit requirements	YES _____	NO _____	
• Are you aware of the insurance requirements	YES _____	NO _____	
• Will you be requiring the stove or ovens	YES _____	NO _____	Training will be provided for the stove, sanitizer and sound system if required
• Will you require the PA system	YES _____	NO _____	

Accepted by Representative of Northmount Community League and Renter

 Date Signature of Representative Signature of Renter

OFFICE USE ONLY:

Deposit Amount: \$ _____ Paid by _____ Number _____

Rental Amount: \$ _____ Paid by _____ Number _____

Refund: Damage Deposit \$ _____ Cleaning Charges \$ _____

Other Charges \$ _____ Specify _____

Refund Amount Paid \$ _____ Date _____ Cheque # _____

APPENDIX. 2 General Pricing for Rentals and Cleaning

1. Main Hall - includes large meetings, seminars **without** kitchen use.

Deposit: \$250.00 Rent: \$250.00
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2. Main Hall with Kitchen - as above with kitchen use for meals.

Deposit: \$400.00 Rent: \$400.00
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****Options 1-2 Applies to functions of a maximum 5 (five) hours**

3. Full Facility- one day - includes dances, reunions, etc. when all hall facilities are used for one day.

Deposit: \$500.00 Rent: \$500.00
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4. Weekend (or 2 night/3 day) Package - includes a special rate for weddings or reunions to include decorating, gift openings, breakfasts, etc. Rental is usually from Friday evening to Sunday noon. For extra space the meeting room can be booked for \$125.00 if available.

Deposit: \$800.00 Rent: \$800.00
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5. Local Funerals, Non-Profit Youth Groups – must book the Hall with the Northmount Community Hall Booking Agent and will be required to sign a Rental Agreement and are subject to all regulations contained in the said Rental Agreement.

- a. Funeral services and/or coffee receptions are \$100, Monday thru Thursday.
- b. All others must apply for rent free status on an individual basis and are SUBJECT TO APPROVAL by the Northmount Community League Board

6. Community League Members – please show your membership card at the time of booking to receive your membership discount (membership and contracts must be in your name)

Deposit: \$300.00 Rent: TBD

7. Special Cleaning and Sanitizing – if the user would prefer not to handle the cleaning and sanitizing of the tables and chairs a onetime charge from the damage deposit can be deducted

Charge: \$150.00 Initial Here: _____

8. Special Request:

Charge: _____

Initial Here: _____

RENTERS RESPONSIBILITIES FOR SET UP, TEARDOWN AND CLEANING

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.

- **ABSOLUTELY NO CONFETTI OR GLITTER IS ALLOWED.** If used, there will be an additional \$50.00 clean up fee.
- 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 and sanitize tables and chairs with supplied products, and place the tables 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.
- Cans and bottles can be put in the white boxes. Initial Here: _____
to donate to youth programs
- 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 and sanitizer the kitchen 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 hall manager.
- Clean up parking lot of any garbage created by event

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 Booking Agent. An automatic \$100.00 cleaning charge will be assessed if the Hall is not cleaned to specifications outlined in the Cleaning Regulations. After an automatic cleaning charge of \$40.00, cleaning 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.**