



Gold Bar Community League Hall Rental Agreement Appendix 1

Booking # _____

Date of Contract: _____

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: _____

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 50 people)

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: _____

For Hall Management:

Room Requested	Room Cost Per Hour	Number of Hours	Total
			\$
			\$
Other fees (BBQ etc.)	-	-	\$
Community League Member Discount (Membership # _____)			-
Total			\$
TOTAL RENTAL FEE – Due 30 Days Before Event			\$
Damage Deposit Received on _____ paid by _____ Receipt _____			\$
Rental Fee Received on _____ paid by _____ receipt _____			\$

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

- ✓ Certificate of Insurance Received:
 Insurance Company: _____
 Policy Number: _____
- ✓ Liquor License or Special Event License (If Applicable):
 Name on Liquor License: _____
 Liquor License Number: _____
- ✓ Keys # _____ Date Picked UP: _____
- ✓ Date Returned: _____

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.

Gold Bar Hall Rental Agreement Appendix 2: Cleaning and Damage Report

To be completed by Hall Management:

<u>Hall Rental Inspection Checklist</u>	<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.			
Dishes, cutlery, etc. are stored in designated spaces.			
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.			
Key to hall received/returned.			

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.

Deposit Payout Report	
Damage Deposit Collected	\$
Key Deposit Collected	\$
➤ Less Deductions Noted On Report And Detailed Here:	
	\$
Key Deposit Retained (If Applicable)	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$

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 Hall Management if the facility is found to be either damaged or dirty at the beginning of the Agreement period.

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

 Gold Bar Community League

 Renter



Community League Hall Rental Agreement

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

Between:

Gold Bar 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 4620-105 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 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 \$75.00 per hour.
5. Additionally, THE RENTER agrees to comply with the Restriction Exemption Program as outlined 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 RENTER agrees to pay THE COMMUNITY LEAGUE for any revenues lost from other reservations, existing as of the end date of the agreement period, which THE COMMUNITY LEAGUE is forced to cancel as a result of damage cause during THE RENTER's agreement period.

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.

INSURANCE

11. 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.
12. 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

13. 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

14. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.
15. The RENTER is responsible for ensuring that there is no smoking within five (5) meters of any door or window of the facility. THE RENTER is responsible for providing a receptacle and disposing of cigarette remains.
16. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
17. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
18. THE RENTER agrees not to adhere anything to the walls and/or light candles or use any source of live flame.
19. 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:

GOLD BAR COMMUNITY LEAGUE

RENTER

(Signed)

(Signed)

Hall Contact:

Print Name:

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