

WEST MEADOWLARK COMMUNITY LEAGUE

9311 – 165 STREET, EDMONTON, AB T5R2S5 ~ TELEPHONE: 780-484-6132

FACILITY RENTAL AGREEMENT

BOOKING DATE: _____

HALL AND RENTAL COST INFORMATION:		FACILITY CAPACITY: 110
RENTAL FEE'S:		
Members: \$150	Hourly: \$20 (3 hr minimum)	
Non-Members: \$250	Hourly: \$25 (3 hr minimum)	
Not for Profit Organizations:	Hourly: \$25 (3 hr minimum)	
RENTAL FEE DUE AT TIME OF BOOKING		
DAMAGE DEPOSIT: \$200 (non negotiable) DAMAGE DEPOSIT DUE AT TIME OF BOOKING		

EVENT INFORMATION:	
RENTAL DATE: _____ (mm/dd/yy)	TIME FROM: _____ TO: _____
TYPE OF EVENT: _____	
NUMBER OF PEOPLE ATTENDING: _____	
LIQUOR SERVICE: NO _____ YES _____ PERMIT NUMBER _____	
CATERING: NO _____ YES _____ COMPANY: _____	
INSURANCE INFORMATION: _____	

RENTER INFORMATION:	
GROUP NAME: _____	
GROUP ADDRESS: _____	
CITY, POSTAL CODE: _____	
TELEPHONE NUMBER: _____	
CONTACT NAME: _____	
HOME NO.: _____	BUSINESS NO.: _____ CELL: _____
EMAIL ADDRESS: _____	
REFERENCES: 1. _____	PH: _____
2. _____	PH: _____
3. _____	PH: _____

PAYMENT DETAILS:	
WEST MEADOWLARK COMMUNITY LEAGUE MEMBER: NO _____ YES _____ NUMBER _____	
TOTAL RENTAL FEE:	
\$ _____	RATE: _____ PAID BY CASH _____ CHEQUE _____
DAMAGE DEPOSIT:	
\$200.00	PAID _____ PAID BY CASH _____ CHEQUE _____

WEST MEADOWLARK COMMUNITY LEAGUE

9311 – 165 STREET, EDMONTON, AB T5R2S5 ~ TELEPHONE: 780-484-6132

FACILITY RENTAL AGREEMENT

THIS RENTAL AGREEMENT MADE THIS _____ DAY OF _____, 20_____.

BETWEEN:

**WEST MEADOWLARK COMMUNITY LEAGUE
(HEREINAFTER REFERRED TO AS THE "LEAGUE")**

AND

(LESSEE/RENTER HEREINAFTER REFERRED TO AS THE "RENTER")

1. RENTAL:

- 1.1 The RENTER agrees to provide the LEAGUE with the damage deposit and rental payment in the form of cash or cheque in accordance with the dates stated on page 1 of this agreement.
- 1.2 The RENTER agrees to pay the LEAGUE an additional rental rate of \$20 (members) and \$25 (for non-members) for every ½ hour of occupancy after the expiry of the rental period as stated on page 1 of this agreement.
- 1.3 If the RENTER fails to use the premises for the rental date referred to on page 1, the LEAGUE may deduct from the damage deposit the amount of \$200 as liquidated damages unless the RENTER has given the LEAGUE at least 45 days notice that it will not be using the premises on that date or the LEAGUE is able to re-rent the premises for that date.
- 1.4 Subject to any clause of the agreement that authorizes the LEAGUE to deduct money from the damage deposit, the LEAGUE will return the damage deposit to the RENTER within 14 days of the rental date.
- 1.5 The hall keys must be returned to the Hall Contact before 12:00 (noon) the day after the rental. There will be a penalty of \$75 if the key is not returned accordingly or if the key is lost.

2. RENTER'S RESPONSIBILITY:

- 2.1 The RENTER agrees to abide by any additional requirements regarding facility conditions and care attached to this agreement. If the RENTER fails to comply with this clause and any additional requirements, the RENTER agrees that the LEAGUE may deduct from the damage deposit the cost of doing the cleaning and performing other remedies at the rate of \$20 per ½ hour.
- 2.2 The RENTER will be responsible for safely setting up and arranging tables and chairs and for providing all dishes, glasses, dispensers, utensils and FIREPROOF decorations.
- 2.3 The RENTER must strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits.
- 2.4 The RENTER will assume full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 2.5 The RENTER will restrict use of the facility to the purpose stated on page 1 of this agreement as listed under "TYPE OF EVENT", and not permit the use of the facility for any other purpose without the prior, express, and written consent of the league, or the league's representative.
- 2.6 Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.
- 2.7 The RENTER will agree not to assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and employees of the RENTER to occupy the facility or any other part of the facility without first obtaining the written consent of the LEAGUE. Consent by the LEAGUE shall not mean consent to a subsequent assignment, sublease, or occupation by other persons. Any unauthorized assignment,

sublease, or license to occupy by the RENTER shall be void and shall terminate this lease agreement at the option of the LEAGUE.

- 2.8 The RENTER will not keep, use, or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire and liability insurance.
- 2.9 The RENTER will not to allow any waste or nuisance on the facility, or use or allow the facility to be used for any unlawful purpose according to bylaws of the City of Edmonton and laws of the Province of Alberta and the Dominion of Canada.

3. LIABILITY AND INDEMNITY

- 3.1 The RENTER agrees that it will indemnify and save harmless the LEAGUE, the Edmonton Federation of Community Leagues and the City of Edmonton from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.
- 3.2 The LEAGUE shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

4. INSURANCE

- 4.1 The RENTER shall obtain commercial general liability insurance coverage to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$1,000,000. The insurance policy shall also provide coverage for contingent liability of LEAGUE on any claims or losses.
- 4.2 If alcohol is being served at any time during the event, the RENTER must obtain host liquor liability insurance in accordance with the number of guests anticipated to be in attendance.
- 4.3 If insurance policies are not provided to the LEAGUE prior to the rental date, the LEAGUE is authorized to cancel the event and the LEAGUE will notify the RENTER by phone and/or email per the information provided on page 1 of this agreement.

Please check these items before signing below:

- Nothing is to be attached to the ceiling grids and/or ceiling tiles. Any damage will be deducted from the damage deposit.
- Please do not touch or tamper with the projection screen and overhead projector in the hall. Any damage to these units will be charged back to the renter.
- Please do not touch or tamper with the sound or speaker system as this is not included in the cost of the rental.
- By signing below, the renter acknowledges having read the contents of this agreement and its attachments including "Attachment: Additional Facility Condition and Care Requirements" form attached to this rental agreement.

RENTER

Name: _____ Signature: _____ Date: _____

WEST MEADOWLARK COMMUNITY LEAGUE

Name: _____ Signature: _____ Date: _____

ATTACHMENT: ADDITIONAL FACILITY CONDITION AND CARE REQUIREMENTS

PLEASE NOTE: CLEANING PRODUCTS AND EQUIPMENT WILL BE PROVIDED BY THE WMCL AS REQUIRED.

FRONT HALL AREA (check items off as completed)

- Carpets in the front hall entrance are to be vacuumed.
- Windows should be cleaned/free of hand prints.

MAIN HALL AREA (check items off as completed)

- The RENTER is responsible for cleaning/wiping off all tables and chairs and returning them properly onto their racks in the storage area.
- The RENTER must clean all spills and marks on the main hall walls.
- The RENTER must use only Fun-Tak® to attach FIREPROOF decorations to wall surfaces and must remove decorations and Fun-Tak® at the end of the rental. Push-pins, tacks, staples and nails are prohibited. The use of duct tape, masking tape and/or scotch tape is strictly prohibited and the LEAGUE reserves the right to deduct from the damage deposit the cost of removing and/or repairing any damage incurred by the use of these items by the RENTER.
- Nothing is to be attached to the ceiling grids and/or ceiling tiles. Any damage will be deducted from the damage deposit.
- Skid marks/black marks/scuff marks on the main hall floor are to be cleaned by the RENTER.
- The RENTER must sweep and wet-mop the main hall floor.
- Any main hall garbage and empty refreshment bottles must be bagged and removed from the premises by the RENTER.

KITCHEN (check items off as completed)

- The RENTER agrees to leave the cooler, stove, sinks, microwave, coffee-maker and counter areas clean and tidy.
- The RENTER must remove any items from the fridge, freezer or cooler. Please do not leave unwanted ice or other items in the cooler. Take it with you and/or dispose of it.
- The RENTER must remove any personal items from the kitchen area. Please do not leave any personal items in the kitchen cupboards or under the kitchen counters.
- All cupboards doors, kitchen walls, countertops and other areas that have spills must be wiped clean by the RENTER.
- All kitchen garbage must be bagged and removed from the premises by the RENTER.
- The RENTER must sweep and wet-mop the kitchen floor. (Use cold water and cleaning product provided)

WASHROOMS (check items off as completed)

- The RENTER must clean all bathrooms sinks and counters must be left tidy.
- All toilets must be cleaned.
- The RENTER agrees to ensure that all toilets and urinals are flushed prior to leaving the hall.
- All washroom garbage must be bagged and removed from the premises by the RENTER.

ATTACHMENT: ADDITIONAL FACILITY CONDITION AND CARE REQUIRMENTS (CONTINUED)

BACK HALL AREA (check items off as completed)

- Carpets in the back hall areas are to be vacuumed.
- Any spills or the benches or walls are to be cleaned.
- Floor needs to be swept and wet-mopped.

OTHER (check items off as completed)

- West Meadowlark Hall is a non-smoking building. If anyone is found smoking inside the building the damage deposit will not be returned to the RENTER. Common courtesy is expected for those who smoke outside the building. Please refrain from extinguishing cigarette butts on the property or on the street in front of the building.
- The renter must ensure that the stove is off and all lights are turned off before leaving the building.
- All interior and exterior doors need to be locked and thermostat must be turned down upon leaving the building.
- Make sure that NO personal items are left behind including items on hangers at the front entrance of the hall.
- The key is returned to the LEAGUE hall contact person before noon on the day after the rental.