

Royal Gardens Community League

4030 117th Street
Edmonton, Alberta T6J 2W5

Email: rgcl.hallrental@gmail.com
Phone: (780) 434-4359

Single Use Hall Rental Agreement

This Single Use Hall Rental Agreement made this _____ day of _____, 20____ AD

Between: Royal Gardens Community League Represented by: _____
Phone: (780) 434-4359
E-mail: rgcl.hallrental@gmail.com

-AND-

Organization: _____ Represented by: _____
(Please Print) Phone: _____
E-mail: _____

Name of Function: _____

Description of Function:

Date of Function: _____ Time of Function: _____ TO _____

Expected Attendance: _____ Liquor to be consumed? YES NO

Is the renter a member of the Royal Gardens Community League? YES NO

Facility to be used: Large Hall Tymko Hall Entire Building (excluding skate shack)

Fees Agreement:	Basic Hall Rental Fee	\$ _____
	Less Member Discount (if applicable)	\$ - _____
	Total Rental Fee	\$ _____
Fees Received:	Rental Fee	\$ _____
	Damage Deposit	\$ _____

THEREFORE THE PARTIES DO AGREE TO THE FOLLOWING:

Royal Gardens Community League agrees to provide the renter access and use of the facility and its rental equipment (tables, chairs, etc.) in accordance with the details outlined above and with the attached Terms and Conditions.

Renter has read and understood the Royal Gardens Community League Rental Terms and Conditions. ____ (Initial)

Renter has read and understood the Royal Gardens Community League Rental Information Sheet. _____ (Initial)

I hereby acknowledge that I have carefully read the above, and did receive a duplicate copy of this agreement this _____ day of _____, 20____.

THIS AGREEMENT EXECUTED on behalf of

ROYAL GARDENS COMMUNITY LEAGUE

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Hall Rental Contact
Royal Gardens Community League
4030 117th Street NW
Edmonton, AB T6J 2W5

Address

Phone: (780) 434- 4359
E-mail: rgcl.hallrental@gmail.com

Phone: Res _____

Emergency Cell Contact: _____

Cell _____

E-mail: _____

Terms and Conditions

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. These are due at the time of booking.
1.2	The RENTER agrees to pay the LEAGUE an additional rental rate of \$50.00 for every half hour of occupancy after the expiry of the rental period 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 the rental fee as liquidated damages unless the RENTER has given the LEAGUE at least 30 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. IF for any reason the LEAGUE is not able to honour the event booking, a full refund will be issued.
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 30 days of the rental date.

2.0 FACILITY CARE AND CONDITION

2.1	The RENTER and the LEAGUE representative will conduct an inspection of the facility and equipment <i>prior to commencement</i> of the rental event and identify any damages or other conditions present. The RENTER and the LEAGUE representative will conduct a second inspection <i>following</i> the rental event to identify any damages to the facility and equipment arising from the RENTER's event. The CHECK IN/ OUT REPORT attached to this agreement will be used for this purpose.
2.2	The RENTER shall remove all garbage and clean the premises immediately after the rental period. The RENTER further agrees to abide by any additional requirements regarding facility condition 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 \$50.00 per hour.

3.0 RENTER'S RESPONSIBILITY

3.1	The maximum total capacity of the premises for the purposes of the RENTER's use is 70 (Tymko Hall)/ 170 (Large Hall). The RENTER agrees to ensure that this capacity is not exceeded.
3.2	Setting up and arranging tables and chairs and FIREPROOF decorations
3.3	Strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits
3.4	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.
3.5	Restrict use of the facility to the purpose stated on Page 1 of this agreement (TYPE OF EVENT) and not permit the use of the facility for any other purpose with the prior, express and written consent of the LEAGUE or the LEAGUE's representative.
3.6	Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase of the rate of insurance or a cancellation of any insurance policy.
3.7	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 part of the facility without first obtaining the written consent of the LEAGUE. A consent

		by the LEAGUE shall not be a consent to a subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease, or licence to occupy by the RENTER shall be void and shall terminate this lease agreement at the option of the LEAGUE.
	3.8	Not to 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.
	3.9	Not to allow any waste or nuisance of the facility or use or allow the facility to be used for any unlawful purpose according to the bylaws of the City of Edmonton and the laws of the Province of Alberta and the Dominion of Canada.
	3.10	Smoking is restricted to the parking lot area outside the main entrance, and all cigarette butts must be collected in the outdoor ashtrays.

4.0 LIABILITY AND INDEMNITY

	4.1	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.
	4.2	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.

5.0 INSURANCE

	5.1	The RENTER shall obtain commercial general liability insurance coverage to protect against liability from 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 \$2,000,000. The insurance policy shall also provide coverage for contingent liability of the LEAGUE on any claims or losses. Royal Gardens Community League shall be listed as an "Additional Insured".
	5.2	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.
	5.3	The insurance policy shall be delivered to the LEAGUE a minimum of 24 hours prior to the event listed on page 1 of this agreement.
	5.4	If the insurance policies are not delivered to the LEAGUE, the LEAGUE is authorized to cancel the event and the LEAGUE shall notify the RENTER by phone and/or e-mail per the information provided on page 1 of this agreement. Rental Fees will be forfeit.

By signing below, the RENTER acknowledges having read the contents of this agreement.

RENTER: _____

Community League Representative: _____

Position: Hall Rental Director

Royal Gardens Community League

Renter Information Sheet

1. General Information

- 1.1 Hall Rentals are accepted on a first come, first serve basis and are not secured until a signed rental agreement and rental fees are received. Rental fees and damage deposit may be paid by cash or cheque. Make cheques payable to Royal Gardens Community League or RGCL. If the booking is within 2 weeks of the event, cash will be required for both the rental fees and damage deposit.
- 1.2 All Renters must be at least 19 years of age.
- 1.3 In the case of rentals involving the service of Liquor, Renter must be at least 25 years of age.
- 1.4 It is the responsibility of the Renter to obtain Event Insurance and a Liquor License (if serving alcohol) and display a liquor permit when alcohol is being served. Proof will be required prior to rental (See Terms & Conditions)
- 1.5 The league reserves the right to refuse rental to anyone.
- 1.6 Community League Representatives and/or Agents may access the hall at anytime and must not be prevented from doing so.
- 1.7 Cleaning is the responsibility of the Renter and must be completed prior to end of the rental period. If you chose NOT to clean the hall according to the terms and conditions of the rental agreement or if the hall is not cleaned before the scheduled post-inspection, you will be charged a rate of 50.00/hr or portion thereof for the league to clean the hall. This will be deducted from the damage deposit. Information on a private cleaning contractor is available upon request. This must be pre-arranged with the contractor and the hall rental director notified.

2. Hall Access

- 2.1 Keys will be provided up to three (3) hours prior to the rental, either at the hall or pick up from a league representative's mailbox. Failure to return the key at the end of the rental period will result in a minimum 50.00 charge for key replacement.
- 2.2 A post event inspection will be completed at nine (9) the following morning for Friday and Saturday rentals (unless an alternative time has been pre-arranged) or immediately following the rental period Sunday through Thursday. The hall is to have been cleaned according to the guidelines listed prior to this inspection. The purpose of this inspection is to assess for any damages to the facility. Any additional cleaning required at this time will be billed at the above mentioned rate of 50.00/hr.
- 2.3 If the renter chooses not to attend the post-rental inspection, any damages or charges assessed by the league representative will be deemed correct and valid.

3. Parking

- 3.1 The use of the Royal Gardens Community League parking lot is included in rental fees. The renter and their guests agree to vacate the parking lot at the conclusion of the rental.
- 3.2 In the case where overnight parking is required, the renter will ensure all remaining vehicles are moved prior to ten (10) the following morning to allow access for subsequent renters. Street parking is available.

Royal Gardens Community League

Before/After Hall Rental Inspection Checklist

Pre-Inspection Report

- Hall is clean and tidy, and in reasonable repair.
- Kitchen and bar area are clean.
- Floors are clean
- Appliances (coffeemaker, microwave, kettle, stove) are clean and ready for use
- Tables and chairs are stacked as directed and stored in designated areas.
- Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

- Garbage bins are emptied and clean.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Royal Gardens Community League Hall on (Date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)

Royal Gardens Community League

Before/After Hall Rental Inspection Checklist

Post-Inspection Report

- Hall is clean and tidy, and in reasonable repair.
- Kitchen counters and bar area have been wiped clean.
- Floors have been cleaned. (Large Hall – Sweep/Mop hall, entry, washrooms and kitchen, Small Hall-Vacuum carpet, Sweep/Mop kitchen)
- Appliances (coffeemaker, microwave, kettle, stove) are clean and ready for use.
- Large Hall Kitchen - Gas is turned off if oven was in use
- All Food and Drinks have been removed from the hall
- All Liquor Bottles have been removed from the hall
- Tables and chairs are stacked as directed and stored in designated areas.
- All Decorations have been removed.

Marks, pinholes and other damage previously noted:

- Garbage bins are emptied and clean. Garbage Bags are deposited in the Dumpster in the southeast corner of the parking lot.
- Furnishings are clean and in reasonable repair.
- Parking area is free of debris.
- Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Royal Gardens Community League Hall on (Date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)