

**GLENPARK COMMUNITY ASSOCIATION
FACILITY RENTAL AGREEMENT**

Group _____

Address _____

Telephone _____ Cell _____

Email address _____

I hereby apply to rent the GLEN PARK COMMUNITY HALL. From the GLEN PARK COMMUNITY ASSOCIATION for the purpose of _____

On the following date: _____ Time required: _____

The proposed function is serving liquor: yes ___ no ___ Liquor license # _____
required insurance coverage (PAL) # _____

I agree to pay damage deposit of: _____ plus the basic charge of: _____

I agree with the RENTAL AGREEMENT and that in event of damage to the premises or failure to clean the premises, or failing to evacuate premises in a timely manner after the above function a portion or all of the above damage deposit shall be forfeited to cover such damages or cleaning charges. The cost of the above shall be at the discretion of the Community Association Board and subject to terms and conditions of the rental agreement,

I read and agree with the rental agreement and conditions and that they shall form part of this agreement

Rental Representative

Mike & Stella Bott **780-985-2073**
Community Association Member **780-919-1250**

Date

Date



Office use only:

Damage Deposit _____ Receipt # _____

Basic Charge _____ Receipt # _____

Clean up Charge _____ Damage Deposit returned _____

Date _____ Check # _____

Rental Agreement

Terms and Condition:

1. All groups renting the hall who are serving liquor at their event will be required to provide proof of Comprehensive General Liability Insurance (PAL) with a limit of no less than one million dollars. Glen Park Community Association and Leduc County are to be named as “additional insured” under such policies. Satisfactory proof of insurance coverage must be provided before access to the hall is permitted and the keys are released. This coverage is required by Leduc County and the Glen Park Community association and is available at any insurance agency or on line at PALCanada.com
2. There will be no alcohol consumption in the facility outside the times stated on the appropriate liquor permit. No alcoholic beverages are to be consumed in the hall or on the grounds of the Hall by the renter, invited or uninvited guests or anyone else that may be on the hall property without prior consent of the Association and unless Item 1 is strictly adhered to.
3. Set up and take down of chairs and tables will be the responsibility of the using group. Groups who wish to have the tables and chairs set up for their function may request this of the Hall at an additional charge (depending on the availability of volunteers) To avoid damage to the floor no tables, chairs or other equipment shall be dragged across the floor. Please carry tables and use chair dolly. All tables and chairs are to be returned to where they were located, **a fee of \$15.00 an hour will be charged for replacing items.**
4. Facility set up arrangements are made upon signing agreement. Special requests are at the discretion of the Association.
5. All users shall leave the facility as they found it, this is to include but not limited to; equipment, kitchen, bathrooms storage room, main hall and exterior of the facility. Should a group default on this, they shall forfeit a portion of or their entire damage deposit at the discretion of the Hall Committee. Clean up requirements will be outlined before receiving keys. Clean up will take place immediately following event unless alternate arrangements have been made at the time of booking.
6. The using group shall appoint a representative for the booking arrangements, set up and clean up times, and inform the hall representative needs and payment of rental fees. The contract must signed, and fees paid prior to the event.
7. The Hall may be inspected by a volunteer of the Association during each event. It will also be inspected after each event to ensure it is left in an undamaged condition, before damage deposit is refunded. Should it be determined that the condition of any part of the facility or its equipment has been damaged, misused or missing following the rental, the damage deposit shall be retained in part or in whole plus an additional replacement/repairs fee levied. Excess of the damage deposit will be invoiced directly to the user.
8. In case of accidental damages or other irregularities, please call the hall contact immediately.
9. All decorations, equipment, food and beverages belonging to the using group shall be removed from the premises immediately following a function unless other arrangements have been made.
10. All garbage must be appropriately bagged and removed immediately after function by the user.

11. All activities must be strictly supervised by an adult who will be responsible for the group and liable for the condition of the Hall during and as a result of the hall use. If this person is replaced, the name and contact number of the succeeding person shall be made known to the hall and a new contract signed.
12. In case of CANCELLATION, one month prior to rental date – 20% damage deposit retained
Two weeks prior to rental date – 50% damage deposit retained
No refund forthcoming if cancelled within one week.
13. Hall Capacity is 125 with strictly no smoking policy in the hall.
14. In access of minimal cleaning the damage deposit will be retained (in whole or in part) to cover cost of \$15.00 an hour cleaning.

RENTER RESPONSIBILITIES

- All pots, coffee pots, dishes and utensils are to be washed and correctly put away
- Counters and stoves (ovens) are to be left clean
- Cooler, frig and deep freeze are to be left clean
- All floors are to be swept and spills mopped up
- No pots, dishes, bowls, tea towels, etc. are to be removed from the premises
- Leave soiled dish rags and towels in the sink to be picked up later for washing
- Facility must be cleared of all decorations, food, liquor etc.
- All garbage must be removed from the premises
- Renter must set up their own tables and chairs and return them where they were found
- No nails, staples or tacks are to be used in the hall (permanent hangers provided)
- A Party Alcohol Liability insurance (PAL) and Liquor License required for alcohol on premises
- No candles, open fires are allowed other then in provided fire pit
- No tables or chairs are to be taken out of the hall
- Make sure all windows and doors are closed and locked
- Campers: Never plug into hall for electricity (Forfeit all damage deposit)
- Campers: Do not release sewer in the yard (Forfeit all damage deposit)
- All paper products are for in hall use only
- Renter is responsible for all their quest actions
- Maximum Capacity in hall is 125 persons

**Hall must be left as it was found
Leave key on the counter after locking all doors**

DISHES

Request for use of Hall dishes must be made prior to function.

The number requested will be counted and left for your use.

These will be recounted after your function, all broken or missing dishes will be charged to you at the rate of \$5.00 per each item.

GLEN PARK COMMUNITY HALL RENTAL RATE

Non Member Rates: Member Rates: (In good standing for 2 year)

Regular rental (per day)	\$275.00	Regular rental (per day)	\$225.00
Weekend rate (3days)	\$600.00	Weekend rate (3days)	\$550.00
4 hours or less	\$100.00	4 hours or less	\$ 75.00
Damage Deposit	\$200.00	Damage Deposit	\$200.00
Funeral	\$100.00	Funeral	\$100.00

Evening before: after 5pm for setup and decorating \$50.00 (if available)

Following day cleanup \$100.00 (if available)

Caterers use of the kitchen \$275.00 per day

NOTE: Damage deposit must be received within 2 weeks of booking to hold your date

Take note of where you find things and replace it properly. If we have to move tables, chairs and dishes to their proper places, you will be charged \$15.00 per hour to do so. We are volunteers and not paid for heavy lifting.

Cloth Chairs: seven (7) stack of seven (&) chairs on west wall across from stage door

Two (2) stacks of six (6) in the Hall, in front of unused cloak room door

All other chairs (Plastic and Wooden) to be stacked neatly in storage room

Garbage cans are to remain in the building

Rectangle tables: Replace tables in carts provided

Square tables: Ten (10) square tables (2 rows of 5) on east wall in cloak room behind
(4) rectangle tables

Round Tables: Ten (10) round tables in storage room against west wall

Two (2) large rectangle tables to be left on stage. Replace everything in the kitchen, clean and where you found it. **Thank you for helping us keep our community hall a clean and user friendly place.**