

Phone 780-919-1250

Non Member Rates:

Regular rental (per day)	\$275.00
Weekend rate (3 days)	\$600.00
4 hours or less	\$100.00
Damage Deposit	\$500.00
Damage Deposit	\$1000.00
Funeral	\$100.00

Member Rates: (In good standing for 2 years)

Regular rental (per day)	\$250.00
Weekend rate (3 days)	\$550.00
4 hours or less	\$100.00
Without liquor	\$500.00
With liquor	\$1000.00
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 \$250.00 This does not apply if you have the hall rented.

Please be advised that we will meet and show you the hall one time. After that, there will be a \$50.00 charge for each additional viewing.

Note: Damage deposit must be received within two 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.

A charge of \$100.00 will be deducted from damage deposit if we have to clean the stoves

All chairs: To be stacked 25 each in carts provided

Rectangle tables: Replace tables in carts provided

Square tables: (10) On edge against old door in cloak room

Round Tables: (10) round tables in cloak room against east wall

Two (2) large rectangle tables: to be left in back room. Replace everything in the kitchen, clean and where you found it.

All chairs and tables are to remain in the hall

Thank you for helping us keep our community hall a clean and user friendly place.

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 per person 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, 60 days prior to rental date – 20% damage deposit retained.
30 days prior to rental date – 50% damage deposit retained.
No refund forthcoming if cancelled within 14 days.
13. Hall Capacity is 125 with strictly no smoking policy in the hall.
4. In access of minimal cleaning the damage deposit will be retained (in whole or in part) to cover cost of \$15,00 per 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 than 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
- **No pets allowed. Certified service dogs only**

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

Rental Changes

The hall board has voted to make a couple changes to our rental policies effective May 01, 2022

(1) For renters with no alcohol the damage deposit remains at \$500.00.

If you are having alcohol at your function the damage deposit will now be \$1000.00.

We recently had repairs in excess to one thousand dollars.

(2) We will meet and show you the hall one time.

If you wish to come and see the venue again, there will be a \$50.00 cash charge for each additional visit.

Reason for this change is, most country halls are run by volunteers.

Each rental requires a volunteer to show the hall, meet to give you the key and then get the venue ready for the next function.

There are some renters that have viewed the hall up to seven times. This takes up a lot of the volunteers time and vehicle expense.

If you can make arrangements to meet when a volunteer is there anyway, there will be no charge.