



**AVONMORE COMMUNITY LEAGUE
FACILITY RENTAL AGREEMENT**

CL HALL CONTACT:		Tanya Wright		CONTACT PH:		780-637-5640	
ALT CONTACT:				CONTACT PH:			
EVENT INFORMATION							
RENTAL DATE(S):							
RENTAL TIME(S): *addition charge will be applied if change in times less than 2 weeks before your event		SETUP/START TIME:			TEAR DOWN/ENDTIME:		
TYPE OF EVENT:					NO. ATTENDING:		
LIQUOR SERVICE:		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	PERMIT #	
CATERING:		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	COMPANY	
RENTAL INSURANCE		Copy of policy provided					
LIQUOR LIABILITY INSURANCE		Copy of policy provided					
TOTAL RENTAL FEE:				HOW PAID:		Key #:	
DUE:		RENTAL DEPOSIT:			RECEIPT #		
DUE:		RENTAL BALANCE:			RECEIPT #		
RENTER INFORMATION							
GROUP NAME :						DD Return ()	
GROUP ADDRESS :							
CITY :				POSTAL CODE :			
CONTACT NAME :							
CONTACT ADDRESS :							
CITY :				POSTAL CODE :			
PHONE :		RES:		BUS:		CELL:	
EMAIL :							
AVONMORE COMMUNITY LEAGUE MEMBER?						<input type="checkbox"/>	YES
CARD #						<input type="checkbox"/>	NO
DAMAGE DEPOSIT							
DUE:		DAMAGE DEPOSIT		\$	RECEIPT #		
		LESS DAMAGES		\$	See check in/out report for details		
CHQ #		BALANCE TO RETURN		\$	DATE:		
DESTROY CHQ							
INVOICE		BALANCE DUE		\$	DATE:		



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FACILITY CHECK	<p>Tables – Please wipe & stack tables back in corner</p> <p>Chairs – Please wipe & stack chairs 10 high along back wall</p>	<p>Kitchen – Please make sure all ovens are off. -Coffee machine is unplugged, if you use percolator coffee urn please make sure it is cleaned, dried & put back. -Please make sure everything is out of fridge & that it is cleaned -Please make sure mop bucket is empty of water & mop is left in bucket -Please wipe down cupboard & oven area</p>
	<p>Garbage's – Please make sure they are emptied & put outside in bin by rink -Please replace bags (found in kitchen cupboard downstairs)</p> <p>Windows -Please make sure windows are closed and blinds are down when locking up</p>	<p>Floors/Walls/Doors -Make sure all floors & staircase are swept and mop (broom behind front door & mop downstairs) -Make sure walls are clean (if not please wipe mess you made) -Doors make sure they are wiped down if dirty. Make sure they are closed shut & locked when leaving building</p>
	<p>Make sure temperature is at 15°C when you leave</p>	<p>Key Returned – Please make sure key is dropped in Mailbox</p>
NOTES:		



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This RENTAL AGREEMENT made this _____ day of _____

Between:

AVONMORE COMMUNITY LEAGUE
(hereinafter referred to as "the League")

and

(Lessee/Renter hereinafter referred to as "the Renter")

1. RENTAL Damage/Key deposit

- 1.1. The RENTER agrees to provide the LEAGUE with the damage deposit, rental deposit and balance of rental payment in the form of cash or (certified) cheque in accordance with the dates stated on page 1 of this agreement. Checks will be deposited montly
- 1.2. The RENTER agrees to pay the LEAGUE the cost of repairs to facility over and above that of the damage deposit, as stated on page 1 of this agreement, in case of excessive damage to the community league facility.
- 1.3. The RENTER agrees to pay the LEAGUE an additional rental rate of \$20.00 for every half hour of occupancy after the expiry of the rental period stated on page 1 of this agreement.
- 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 or destroy the cheque.

2. FACILITY CARE AND CONDITION

- 2.1. The RENTER is responsible to conduct an inspection of the facility and equipment *prior to commencement* of the rental event and identify any damages or other conditions present. The RENTER must conduct a second inspection *following* the rental event to identify any damages to the facility and equipment arising from the RENTER'S event.
- 2.2. The RENTER will be given a key which the RENTER agrees to return in the key to the mailbox when they leave the building. The RENTER agrees to ensure that all doors and windows are securely locked upon leaving the facility. Follow In/Out Report
- 2.3. The RENTER shall remove all garbage/bottles, wipe tables, sweep/mop, and return temperate to 15°C 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.



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3. RENTER'S RESPONSIBILITY

- 3.1. The RENTER agrees to ensure that the maximum total capacity of 65 for the premises due to Fire Inspection and Health and Safety for the purposes of the RENTER's use is not exceeded.
- 3.2. Setting up and arranging tables and chairs and providing all dishes, glasses, dispensers, utensils, **PLEASE USE PAINTER TAPE and FIREPROOF** decorations (no candles/open flames except birthday candles).
- 3.3. No confetti and glitter to be used in the hall. All decorations must be removed from walls, floors etc... including removal of painters tape
- 3.4. Strictly observe the liquor laws of the Province of Alberta and comply with conditions specified in any liquor permits and must be posted during your event.
- 3.5. 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.
- 3.6. 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 without the prior, express, and written consent of the LEAGUE, or the LEAGUE'S representative.
- 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 LEAGUE. A consent by LEAGUE shall not be a 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 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. Please make sure all food you bring into the hall is prepared in a commercial kitchen.



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- 3.10. 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. This includes City of Edmonton bylaws related to noise referenced below:

A person shall not cause or permit any noise that disturbs the peace of another individuals, or shall not cause or permit any noise from the property they own or occupy that disturbs the peace of any other individual."

A person shall not cause or permit any sound exceeding 65 decibals as measured at the property line zone for residential use, between 7 a.m. and 10 p.m. Noise levels must be reduced to 50 decibals after 10 p.m. Noise Bylaw #7255

Smoking is not permitted inside the building and must be 10 metres away from building, playground, spray parks, sports fields and outdoor ice skating rinks. Bylaw 14614

4. 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 any claims for injury or damage to persons or property from any cause whatsoever relating to the occupancy of the facility by the RENTER, including any such claims 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. INSURANCE

- 5.1. 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 \$2,000,000. The insurance policy shall also provide coverage for contingent liability of LEAGUE on any claims or losses.
- 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.



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- 5.3. The insurance policies shall be delivered to LEAGUE on or before the date of the RENTAL as per 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 will notify the RENTER by phone and/or email per the information provided on page 1 of this agreement

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

RENTER

Signed: _____

AVONMORE COMMUNITY LEAGUE

Per: _____