

THIS RENTAL AGREEMENT made this _____ day of _____, 201_ A.D.
SINGLE EVENT RENTAL

Between:

DUGGAN COMMUNITY LEAGUE
(hereinafter referred to as "DUGGAN")
-- and --

(hereinafter referred to as "the RENTER")

WHEREAS:

DUGGAN owns and operates a Community Hall Building located at 3728-106 Street, Edmonton, Alberta and The RENTER wishes to use the premises for the purposes described in Clause 1.

THEREFORE the parties do agree to the following:

1. In consideration of the payment of the rental referred to in Clause 2 and the other charges authorized in the agreement, DUGGAN hereby permits the RENTER to use the Community Hall for the purpose of conducting an event or activity being a _____ on the following day(s) _____ and time(s) of _____.
2. The RENTER agrees to pay rent to DUGGAN for the use of the premises by way of money order, certified or cash in the amount of \$_____.
3. The prepayment of the rent is payable on the Rental Agreement Day (\$_____). The balance of the rent \$_____ is payable when keys are picked up (Cash or Cheque).
4. The RENTER agrees to pay DUGGAN an additional rental at the rate of \$25.00 for every quarter hours or part of a quarter hour of occupancy after the expiry of each period of use referred to in Clause 1.
5. The RENTER agrees that they are responsible for the set up and clean up, according to guidelines posted in the hall, immediately after each period of use referred to in Clause 1. If the RENTER fails to comply with this Clause, the RENTER agrees that DUGGAN may deduct from the damage deposit referred to in Clause 11 the cost of doing the cleaning, at the rate of \$50 per hour. (Some conditions apply, see condition 1)
6. DUGGAN may provide set up at a rate of \$50.00 per hour and clean up service at an additional rate of \$30.00 per hour (2 hr min) if the RENTER holds their function on a weekday. A charge of \$150.00 will be charged for set up and a flat rate of \$100 for the first hour and \$25 per hour after for clean up for a weekend function. The RENTER agrees that this will be determined at the time of this rental agreement. (Some conditions apply, see condition 1.1)
7. The RENTER will be given a key, which the RENTER agrees to drop in the Rental Mail Box after the event.

8. DUGGAN reserves the right to refuse entry to the premises or to require the removal from the premises of any person for any reason.
9. The RENTER promises that the liquor laws of the Province of Alberta will be strictly observed and that the conditions specified in any liquor permits will be complied with.
10. The maximum total capacity of the premises for the purposes of the RENTER's use of them is 200. The RENTER agrees to ensure that this capacity is not exceeded and if it is exceeded, the RENTER agrees to pay \$500 and any fines that the City may charge.
11. The RENTER agrees to provide DUGGAN with a cash or post-posted cheque for the damage deposit in the amount of \$500 at the times during the term of agreement. Subject to any Clause of the agreement authorizes DUGGAN to deduct money from the damage deposit. DUGGAN will return the damage deposit to the RENTER after the date of inspection after the function as stated in Clause 1, within 5 business days.
12. If the RENTER fails to use the premises for any of the periods of use referred to in Clause 1, DUGGAN may deduct full rent as liquidated damages unless the RENTER has given DUGGAN at least 30 days notice that it will not be using the premises on that date.
13. The RENTER agrees that they are responsible for the cost of repairing any damages done to the premises by the RENTER, the RENTER's guests or any person who is on the premises during the event. (See condition 2)
14. The RENTER agrees that it will indemnify and save harmless DUGGAN from and against any and all liability whatsoever resulting from injury or death to any persons or loss of or damage to any property by reason of or as a result of the use of the premises.
15. DUGGAN may terminate this agreement without any notice to the RENTER if the RENTER contravenes any Clause of this agreement, or if the RENTER, any guest of the RENTER or any person who is on the premises during the event does any damage to the premises or does anything that causes liability referred to in Clause 14.
16. The RENTER acknowledges that in accordance with City of Edmonton Bylaw 13333, the Community Hall Building is a Non-Smoking facility and accepts responsibility to ensure that no one smokes inside the building during their use of the building.

Conditions

1. The RENTER may sub-contract their own set up and clean up contractors. The RENTER is aware that the terms outlined in this section will define when their independent contractor will be allowed to perform the set up and clean up. The RENTER agrees that if their sub-contractor does not comply with the terms in this section that DUGGAN may deduct from the damage deposit referred to in Clause 11 the cost of doing the cleaning, at the rate of \$50 per hour.

1.1 The RENTER acknowledges that DUGGAN may provide set up and clean up for their event, subject to availability of DUGGAN's contractors. This section will determine whether the RENTER will require DUGGAN to perform their set up and clean up.
2. The RENTER agrees that this condition pertains to their independent contractors hired to perform their set up and clean up.

The RENTER agrees to:

- Hiring their own set up and clean up contractor according to all terms listed below
- Hire Duggan's set up and clean up contractors
- Perform own set up and clean up according to all terms listed below

3. I/We, as the RENTER(s), agree that the set up will start no earlier than _____ am/pm on this _____ day of _____, 201_, and that the clean up will end no later than _____ am/pm on this _____ day of _____, 201_.

The RENTER agrees that whomever they have conducting their set up and clean up as defined above, does not comply with the times and dates as determined, DUGGAN may deduct from the damage deposit referred to in Clause 11 an additional rental at the rate of \$25.00 for every quarter hours or part of a quarter hour of occupancy after the expiry of each period of use referred to in Condition 3 above.

THIS AGREEMENT EXECUTED on behalf of:

DUGGAN COMMUNITY LEAGUE

RENTER:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Duggan Community League
3728-106 Street
PO Box 41041 RPO Petrolia
Edmonton AB T6J 6M7
Telephone: 780.436.6987

Booking Date: _____

Type of Function: _____

Summary:

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Stage	<input type="checkbox"/> PA System	<input type="checkbox"/> Liquor Permit
<input type="checkbox"/> Catering Service	<input type="checkbox"/> Bar Area	<input type="checkbox"/> Microphone	<input type="checkbox"/> Insurance
<input type="checkbox"/> Dishes	<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Small Room	<input type="checkbox"/> Back Room
<input type="checkbox"/> Rink	<input type="checkbox"/> Courts	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Storage

Name: _____

Organization: _____

Drivers License #: _____ Other: _____

Address: _____

Phone (Bus) _____ (Res) _____

Prepayment Made: \$ _____ Cheque Money Order Cash

Key pick up: Day: _____ Time: _____ Key # _____

Balance of Rent Paid: \$ _____ Cheque Money Order Cash

Key drop off : in Hall Rental Mailbox after locking the Hall.

Set up required: Yes No **If yes:** \$ _____

Clean up required: Yes No **If yes:** \$ _____ (To be filled out after hourly clean up rate)

Clean up report completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Office Use ONLY
Damage Deposit returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

DUGGAN COMMUNITY LEAGUE

RENTER:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Duggan Community League
3728-106 Street
PO Box 41041 RPO Petrolia
Edmonton AB T6J 6M7
Telephone: 780.436.6987

TERMS AND CONDITIONS

1. Liquor permits are the sole responsibility of the Renter
2. Party Alcohol Liability Insurance is the sole responsibility of the Renter
3. All liquor and empties must be removed from the premises on the same night after your function is over. Liquor can only be served from the bar.
4. In accordance with the City of Edmonton SMOKING BYLAW 13333, as of July 1, 2003, the Community Hall Building is a NON-SMOKING facility. Smoking is not permitted inside the building.
5. Any decorations put up in the Hall must be done so using TAPE ONLY, not staples or nails.
6. If candles are used, a container must be kept under each fit candle so no wax gets onto the floor, tables, or chairs.
7. The League will ensure the Hall is clean and stocked ready for the Renter. The League agrees to fill the following Hall bins before each Booking: toilet paper, paper towel, garbage (with one bag each), and liquid hand soap (in washrooms).
8. The Damage Deposit shall be applied in part or in whole to any expenses incurred as a result of damage to these facilities and/or equipment during the time that the Renter was responsible for access and use of facilities and/or equipment.

CLEAN UP CHECKLIST REQUIREMENTS

1. KEEP ALL DOORWAYS CLEAR.
2. Clean and wipe chairs and put back according to guidelines posted in the hall.
3. Clear and wipe tables and put back according to guidelines posted in the hall.
4. Take all garbage and put it in large outside garbage bin.
5. Sweep and mop up obvious spills from floor. Brooms and dustpan are to be found in the chair storage area; a wet mop and mop bucket are to be found in the kitchen next to the fridge for your use.
6. Counters, sinks, fridges, stove and ovens must be left clean (in kitchen and bar areas).
7. Dishes and cutlery must be washed, rinsed, dried and put neatly back where they belong according to the guidelines posted. Dishes and cutlery must be washed using the installed dishwasher, according to the instructions provided.
8. All decorations the Renter puts up in the Hall must be taken down after the function, with no pieces of tape left on the walls.
9. All chairs are to be stacked in rows (4 stacks of chairs per row) in the chair storage area, the first 2 rows shall contain 11 chairs in each stack, all remaining stacks will contain 10 chairs.
10. DO NOT DRAG CHAIRS OR TABLES ALONG THE FLOOR as a \$50 cleanup fee will be charge to remove the marks.
11. Ensure that all doors and windows are locked.

I/We, as the Renter(s), hereby understand and agree to comply with the above “Terms and Conditions” and “Clean up Checklist Requirements”

Signature: _____

Print Name: _____