

Rental Agreement for Use of Buildings and Property



10139 - 87 Avenue; Edmonton, AB T6E 2P3

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| RENTER | DATE(S) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <p>Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Phone: Home/Office: _____</p> <p>Cell: _____</p> <p>Email address: _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> |
| OFFICE USE ONLY | Event added to on-line calendar? |

Room(s): Main Hall _____ Lounge _____ Concession _____

Type of Activity: _____

Time(s) of Function: _____

| ITEM | COST | Office Use: Paid |
|---------------------------------------|----------|------------------|
| Rental - Function: | \$ _____ | |
| Deposit to secure date: | \$ _____ | |
| Remainder of rental fee: | \$ _____ | |
| Rental - Decoration Equipment Set-Up: | \$ _____ | |
| Rental - Clean Up: | \$ _____ | |
| Damage Deposit: | \$ _____ | |
| Kitchen: | \$ _____ | |
| TOTAL | \$ _____ | |

LIQUOR LIABILITY INSURANCE

Event insurance is required in the amount of \$2,000,000 with the payee designated as Strathcona Centre Community League. Certificate of insurance to be provided seven (7) days in advance of function date.

Insurance Company Name: _____

Certificate Number: _____

RENTAL AGREEMENT TERMS

1. *Rental Deposit*—A non-refundable deposit of \$ 150.00 is required upon signing of the rental agreement to reserve use of the facility.
2. *Rental Fee* - The rental fee (less deposit) is required in full no less than ninety (90) days prior to the rental/function date. It does not include time required for set-up, rehearsals or clean up. A separate charge is incurred for these.
3. *Damage Deposit* - The damage deposit is required in full no less than thirty (30) days prior to the rental/function date. The damage deposit will be refunded fourteen (14) days following the rental/function date less any expenses incurred as a result of loss of material or goods belonging to the facility and/or damage to the facilities and/or equipment during the time the renter was responsible.
4. *Other Fees* - All other fees associated with said function are required thirty (30) days prior to the rental/function date.
5. *Cancellation* — The rental fee, less the non-refundable \$150.00 deposit, is only refundable if a written cancellation is received no less than ninety (90) days prior to the rental/function date.
6. *Non-sufficient Funds Fee* - Should any cheque written by the renter(s) be returned by the bank for non-sufficient funds, a \$50.00 fee will be charged.
7. *Liquor/Liquor License* - The renter(s) must supply their own liquor and liquor license/permit. The liquor license/permit is to be displayed at the bar at all times during the function.
8. *Non-Smoking Policy* - Strathcona Centre is a non-smoking facility.
9. *Appointments* — An appointment is required for all decorations and entertainment to be set up prior to the function. If necessary, an appointment is also required for removal of decorations, equipment and clean-up.
10. *Bar/Entertainment* - The bar and entertainment is to close at _____ am/pm.
11. *Closing Time* — The ceasing of consumption of liquor and vacating of premises is ____am/pm.

12. *Time Default*— Default in any of the designated hours of operations will result in a \$75.00 per half-hour penalty and will be withheld from the damage deposit.

13. *Cleaning* — The rented facility must be cleaned by the renter(s) to the League’s satisfaction and all belongings (decorations, food, liquor or equipment) are to be removed the day/evening of the rental/function.

14. *Garbage* — All garbage is to be removed from the premises the day/evening of the rental/function to the garbage bin located outside in the parking area.

15. *Confetti* — NO confetti of any kind is allowed in or outside of the premises.

16. *Caterer* - It is the responsibility of the renter(s) to ensure that the caterer(s) are aware of their responsibilities and what equipment and supplies are available to them, as outlined in the section below entitled “Caterer’s Responsibilities.”

CATERER’S RESPONSIBILITIES

1. The caterer will ensure that proper care and consideration is exercised in the use of the facility and property thereof and the area of use is left in a clean and tidy condition.

2. The caterer will ensure that the stoves, counter tops, refrigerator, sinks and floors are cleaned before they leave.

3. The caterer is to supply their own garbage bags and remove the garbage from the kitchen premises to the garbage bin located outside in the parking area by the end of their service.

4, The Strathcona Community Centre will supply place settings, cutlery and cups.

5. Should the caterer leave any item behind, it is the responsibility of the renter(s) to remove said item the day/evening of the function.

Renter’s Initial: _____

17. *Decorating* — Absolutely no nails, screws, staples, and/or pins are allowed to decorate the rented facility. Use painter’s tape, sticky-tack or string.

18. *Conduct* - The renter(s) will ensure that proper care and consideration is exercised in the use of the facility and property thereof, that appropriate conduct is maintained (including no excessive noise), and the area of use is left in a clean and tidy condition.

19. *Hall Use Waiver* - The attached waiver which forms part of the rental agreement shall be considered a legal and binding part of this agreement.

Agreed and accepted this _____ day of _____, 20____, Edmonton, A.B.

Per Renter: Print

Signature

Per Strathcona Centre: Print

Signature

STRATHCONA CENTRE COMMUNITY LEAGUE USE WAIVER

Strathcona Centre Community League assumes no responsibility whatsoever for any and all injuries, damages or loss to persons or property, however caused, including claims arising out of the dispensing of alcoholic beverages. Without limiting the generality of the foregoing, the renter is fully responsible for any and all damages to the facility and equipment, however caused, while the designated facility is in the renter's care, custody and control.

Agreed and accepted this _____ day of _____ 20____, Edmonton, A.B.

Per Renter: Print

Signature

Per Strathcona Centre: Print

Signature