

Rental Agreement for Use of Buildings and Property



10139 - 87 Avenue; Edmonton, AB T6E 2P3

P: 780 439 1501

E: hall@strathconacommunity.ca

RENTER	DATE(S)
Name: _____ Organization: _____ Address (include postal code): _____ Phone: Home/Office: _____ Cell: _____ Email address: _____	_____ _____ _____
OFFICE USE ONLY	Event added to on-line calendar? YES

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:	\$ _____	
Security Deposit:	\$ _____	
Kitchen:	\$ _____	
TOTAL	\$ _____	

LIQUOR LIABILITY INSURANCE

Event insurance is required in the amount of \$2,000,000 with the Strathcona Centre Community League designated as Additional Insured. 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. *Security Deposit* - The security deposit is required in full no less than thirty (30) days prior to the rental/function date. The security 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; damage to the facilities or equipment or grounds; NSF charges or late fees incurred 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 security 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/Glitter*— NO confetti, glitter or any materials that require extra cleaning 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.

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* - 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