

1. If Liquor will be consumed at your event you must purchase short-term hall rental insurance from **Ottewell Community** Insurance Provider. (The form will be available on the EFCL website, renter will need to fax/email to insurance company) (Minimum of \$1M base for coverage during your rental). A copy of the insurance coverage must be provided to the Hall Manager for Rental Agreement to be valid.
2. A Liquor Permit obtained at any registry or liquor store must be purchased and posted in the bar area. All liquor must be consumed in the hall area ONLY.
3. All decorations will be hung in the designated areas. No Scotch Tape, Staples on the walls or Glitter. All decorations must be removed at the end of your function.
4. Chairs and tables will be wiped and left the way you had found them, or according to instructions provided by the Hall Manager. Do NOT drag across the floor use the dolly provided to move all chairs. NO TABLES or CHAIRS are to be taken outside, except those tables designated for exterior use.
5. It is the Responsibility of the Renter to have floors swept, and excessive spills mopped up during/after your event. (Extra ordinary cleaning cost will apply if renter does not adhere to this).
6. All garbage and must be taken to the community dumpster (at the end of the parking lot) and any cups or debris must be picked up in our parking area (extra cleaning cost will apply if renter does not adhere to this item.)
7. Kitchen use – specific instructions will be given to renter for the use of the kitchen including the Commercial Dish Sanitizer, Gas Stove/Oven, Freezer, BBQ, etc.
8. Kitchen Cleaning – floor must be swept and washed. All cupboards, countertops must be wiped clean. All items used by the renter must be washed and returned to proper storage area in the kitchen. If the kitchen and contents are left dirty – extra cleaning costs will apply. The fridge must be wiped after use and all food items taken with you when you leave. All kitchen garbage must be taken to the dumpster.
9. Barbecue Rental – if the BBQ was used during your event, you must clean it properly. If not, an extra cleaning fee of \$75.00 will apply and will be retained out of the damage deposit.
10. Please keep external doors to the hall closed at all times (don't leave them propped open) as the building is heated/air conditioned and they work overtime when the doors are left open. Mice get into the hall as well.
11. Before You Leave Check List...
 - ✓ We ask that you ensure that everyone has left the Main Hall.
 - ✓ Check kitchen to ensure that stoves, ovens are turned to the OFF position (pilot flames remain lit)
 - ✓ Check both Men's and Lady's Washrooms to ensure they are tidy and you have no lingering guests.
 - ✓ Ensure that all exterior doors into the main hall are closed and secure.
 - ✓ Turn off all lights, lock front door using your Temporary User Code (provided).
 - ✓ Give the door an extra pull to ensure that it is locked.

Ottewell Community League is not responsible for any items left in the hall.

TEMPORARY USER CODE

INSTRUCTIONS

- When the code is entered into the lock pad, it will remain unlocked.
- When the code is entered again, wait 10 seconds and the door will lock.

It is YOUR responsibility to ensure all entrances to the hall are secure and the front entrance is locked before the last person leaves the site.

Your Private Temporary Code is:

WiFi PW: 7804690093

Before You Leave Check List...

- _____ We ask that you ensure that everyone has left the Main Hall.
- _____ Ensure that all doors from the main hall are closed and secure.
- _____ Check Kitchen to ensure that stoves, ovens are turned to the OFF position.
- _____ Check both Men's and Ladies Washrooms to ensure they are tidy and you have no lingering guests.
- _____ Turn off all lights, lock front door using your Temporary User Code (provided)
- _____ Check the door one more time to ensure that it is locked.

If you have any issues, problems, trouble accessing the hall or securing the front entrance upon leaving the premises, PLEASE call...

1st - 780-908-5249

2nd - 780-203-8501

3rd - 780-245-5758

Name: _____ Phone : _____

E-Mail Address: _____ OCL Member # _____

Company/Organization: _____ Phone : _____

Date of Function: _____

Function Description: _____

Time Requested to Enter Hall: _____

Time the Function Actually Begins: _____

Approximate Number of People Attending: _____ (MAX - 120 seated)

Liquor License YES NO

Insurance YES NO

Use of Kitchen YES NO

Table Linen YES NO (\$50.00 cleaning charge)

Use of BBQ YES NO (\$50.00 cleaning charge)

Cancellation Policy – notice must be given 48 hours prior to rental date. Certain circumstances will be discussed with board executive.

Renter's Signature _____ Date _____

Amount of Rental Deposit (full amount or portion of): _____

Additional Fee's for Extra's (such as table linen and/or BBQ): _____

TOTAL: _____

Method of Payment : _____ Date: _____

Balance of Rental Fee: _____ Date: _____

Damage Deposit: _____ \$600 _____

Method of Payment : _____ Date: _____

User Code Given: # _____ Date: _____

Damage Deposit was returned: \$ _____ Signature: _____

Comments _____

