

PART 1

1. Fire regulations limit the number of seated guests to 120 in our hall. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall.
2. Even if Liquor will not be consumed at your event you must purchase short-term event insurance (minimum of \$2M liability coverage during your rental). A copy of the insurance coverage must be provided to the Hall Manager prior to your event for this **Rental Agreement** to be valid.
3. The appropriate 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, and/or within the adjacent fenced patio area ONLY.
4. All decorations will be hung in the designated areas. No Scotch Tape, Staples on the walls, or Glitter are allowed. All decorations must be removed at the end of your function.
5. 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! Please use the dolly provided to move all chairs. NO TABLES or CHAIRS are to be taken outside, except those tables and chairs that are designated for exterior use.
6. 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).
7. All garbage and must be taken to the community dumpster (at the end of the parking lot) and any cups, cans, butts and debris must be picked up in our parking area (extra cleaning cost will apply if renter does not adhere to this item.)
8. 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.
9. 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.
10. Barbecue Rental – if the BBQ was used during your event, you must clean it properly. If not, an extra cleaning fee of \$50.00 will apply and will be retained out of the damage deposit.
11. 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 can get into the hall as well.
12. 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.



PART 2

Name: _____ OCL Member # _____

If not OCL, what League are you a member of? _____ Member # _____

Company/Organization: _____ Bus. Phone : _____

Address: _____

Phone : _____ E-Mail Address: _____

FB Profile _____

Driver's License No. Or Other Gov't Issued Identification: _____

Date of Function: _____ Describe Your Event: _____

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

Hall Entrance Time: _____ Event Start Time: _____ Rental END Time: _____

Liquor License YES NO

Insurance YES NO

Use of Kitchen YES NO

Table Linen YES NO (\$150.00 incl. cleaning)

Use of BBQ YES NO (\$75.00 plus \$50 cleaning charge if not clean)

Will Security Be Present? YES NO

If Yes, Security Company _____ Contact Phone: _____

Other Rental Conditions:

CANCELLATION POLICY – notice must be given 10 days prior to rental date. Exceptions under certain circumstances will be discussed and decided by the board executive.

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

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

TOTAL RENTAL FEE: _____

Method of Payment : _____ Date: _____

Balance of Rental Fee: _____ Date: _____

Damage Deposit: _____ \$600

Method of Payment : _____ Date: _____

*All amounts due may be paid by cash, credit/debit card, certified cheque or bank draft payable to THE OTTEWELL COMMUNITY LEAGUE. Personal cheques will be accepted from OCL members ONLY and must be received 30 days prior to the event. **Damage Deposit must be Cash or Credit/Debit Card ONLY.***

PART 3

THIS RENTAL AGREEMENT made this _____ day of _____, 20

Between:

Ottewell Community League
(hereinafter referred to as "THE COMMUNITY LEAGUE")

And:

(hereinafter referred to as "THE RENTER")

THE COMMUNITY LEAGUE owns and operates a Community League Hall, located at 5920 – 93A AVE, Edmonton, Alberta.

THE RENTER wishes to use the premises for the purposes described in Part 1 of this Agreement. THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

TERMS

1. THE RENTER agrees to pay the rental fee indicated in Part 2 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Part 2.
2. Event cancellations must be made in writing to THE COMMUNITY LEAGUE Hall Rental Coordinator. If THE RENTER cancels this agreement more than thirty (30) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made thirty (30) days or less prior to the event date will receive a refund of their damage deposit but NO refund of the Rental Fee. If for any reason THE COMMUNITY LEAGUE is unable to honour a booking, all monies paid will be fully refunded to THE RENTER.
3. THE RENTER agrees to pay to THE COMMUNITY LEAGUE a damage deposit as indicated in Part 2. THE COMMUNITY LEAGUE will return the damage deposit to THE RENTER within 30 days of the date of the event, or within 30 days of the termination of this rental agreement, minus any applicable deductions.

CONDITION OF PREMISES

4. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Part 1. If THE RENTER fails to comply, THE RENTER agrees that THE COMMUNITY LEAGUE may deduct the cost of cleaning from the Damage deposit. Cleaning by THE COMMUNITY LEAGUE will be charged at a rate of \$100.00 per hour.

DAMAGE

5. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their occupation of the premises. The damage deposit will be held until an inspection of the premises is completed by THE COMMUNITY LEAGUE following the event. THE RENTER's liability under this clause may not be limited to the damage deposit.
6. THE COMMUNITY LEAGUE shall not be responsible for any loss, damage or injury which may be incurred by any person during the rental period. THE RENTER shall indemnify THE COMMUNITY LEAGUE against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

GUESTS

7. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall. **Fire regulations limit the number of seated guests to 120 in our hall.**
8. THE COMMUNITY LEAGUE or its designate reserves the right to refuse entry to the premises or to require the removal from the premises of any person who, in the opinion of a representative of THE COMMUNITY LEAGUE, is likely to cause damage to the property of THE COMMUNITY LEAGUE or injury to others.

INSURANCE

9. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises, in an amount not less than \$2,000,000. The policy should name OTTEWELL COMMUNITY LEAGUE as an additional insured. Policies shall be in a form and with an insurer acceptable to THE COMMUNITY LEAGUE. THE COMMUNITY LEAGUE hall will not be available until a valid Certificate of Insurance is received.
10. THE RENTER will ensure that all third-party contractors and/or service providers (caterers, inflatables, etc.) also provide proof of coverage to the same requirement as THE RENTER.

LICENSING

11. THE RENTER will ensure compliance with the conditions of their AGLC liquor license or special event license. This license will be posted in the area where alcohol will be dispensed.

OTHER

12. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking occurs inside the facility.
13. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal, or as agreed upon by THE COMMUNITY LEAGUE for specific animal-related events.
14. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
15. Upon any violation of this agreement by THE RENTER as to the stated purpose of this event, who will be in attendance, or the consumption of alcohol, this agreement will be deemed null and void, and the entire Damage Deposit will be forfeited. Further, the event may be cancelled or ordered to cease, at the discretion of THE COMMUNITY LEAGUE Hall Rental Coordinator or Designate, without refund of the rental fee. If THE COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event, and did receive a duplicate copy of this agreement.

THIS AGREEMENT EXECUTED on behalf of:

OTTEWELL COMMUNITY LEAGUE
Signature: _____
Hall Contact: _____

RENTER
Signature: _____
Print Name: _____

(Where THE RENTER is an organization, the signature must be that of an authorized signing officer of that organization)

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 (pilots remain on).
- _____ 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 Access 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