

RENTAL AGREEMENT

We, _____, the undersigned by payment of damage deposit, reserve the Northmount Community Hall/Centre, at 9208-140 AVE, for the use on, _____, between the hours of _____ and 2:30 am for the purpose of, _____

SECTION I

THE RENTER AGREES TO THE FOLLOWING:

1. The damage deposit of \$_____ will not be refunded for minimum of 30 banking days after the date of the event and will be mailed to the address of the renter. The facility is not considered rented until damage deposit is received in full and approved by the board or designate.

Damage Deposit must be paid by Cheque, draft or money order, cash will not be accepted. Damage deposit will not be refunded until bank clearance of all cheques and assessments of any damages, as outlined in. Damage Deposit is non-refundable or transferable.

2. Northmount Community board of Directors may amend, modify or change the terms of the contract at any time, details will be mailed to the undersigned renter.

SECTION II.

1. That the full rental fee must be paid by cheque, Bank draft or money order 30 days prior to rental, or the rental will be cancelled and the damage deposit will be forfeited, If the rental date is less than 30 days both the deposit and rental fee are required to secure the rental paid by certified cheque only.

2. Notice of cancellation must be received in **writing to the caretaker of the hall.** Upon confirmation of the cancellation of the rental, the hall will be made available to others renters. If the hall becomes rented damage deposit will be refunded as outline in **Section I** above.

3. If hall is used for any purpose other than stated in this agreement, event may be cancelled and damage deposit forfeited.

4. If alcohol is served a copy of the liquor license is required before keys are handed to the renter, if a liquor permit is required, the renter is responsible for obtaining it and the enforcement and obeying of all regulations.

5. NO ALCOHOL SALES ARE PERMITTED AFTER 2 A.M. THIS OVERRIDES ANY TIME SPECIFIED ON THE LIQUOR PERMIT.

6. MUSIC MUST BE OFF BY 1:30 A.M. – NO EXCEPTIONS

7. THE RENTER MUST PROVIDE PROOF OF INSURANCE BEFORE KEYS WILL BE RELEASED

8. To assume full responsibility for the discipline of the members and guests and others who may be in attendance, to see the orderly conducts maintained inside, outside and in the immediate vicinity of the hall.

9. Hall manager or anyone delegated by the hall manager will have full access at any time to and during the function.

SECTION III

RESPONSIBILITIES TO THE RENTER:

1. Arrangement of the tables and chairs to their requirements.

2. Stack chairs in stacks of 10 and put back into storage room.
USE THE CHAIRWHEELER TO MOVE CHAIRS.

3. Clean and wipe off all tables. then place tables evenly on both if the table dollies, and put them back into storage room starting from west wall. 6' tables go on the shorter dolly, 8' tables divided evenly among remaining dollies. If items 2 & 3 are not completed as stated, there will be a charge associated with clean up.

DO NOT DRAG TABLES ACROSS THE FLOOR.

4. Sweep and mop all floors with provided cleaner ONLY

5. Smoking is not allowed, if cigarette butts, burns or ashes are found in hall, the damage deposit will be forfeited.

6. If bar is used it must be left in a neat and orderly condition.
 - A) counters washed
 - B) floors washed

7. If kitchen is used it must be left in neat and orderly condition.
 - A) Wipe counters and faces of all cupboards.
 - B) If stove is used, it must be cleaned inside and out.
 - C) Clean and wipe out refrigerator.
 - D) Floor swept and washed

8. Washrooms are to be cleaned to the satisfaction of the manager.
(Any big messes left in the washrooms there will be a \$100.00 charge)

9. Clean up the parking lot of any debris resulting from the function.
10. Remove all garbage and place in garbage bin outside.
11. Return key to hall manager.
12. Review hall checklist with Caretaker
13. Insure all rules in **SECTION III** are followed.

**NORTHMOUNT COMMUNITY LEAGUE
9208-140 AVENUE PHONE 476-8943**

**SECTION IV
GENERAL RULES:**

- 1. All liquor served must be consumed inside the premises.**
2. Rink area and rink washrooms are not included in the rental unless otherwise agreed to by the hall manager.
3. Use only approved fireproof decorations in the hall applied with masking tape only, and to be removed after the function assuring no damage occurs to surface where tape is applied.
4. **NO CONFETTIE OR GLITTER IS TO BE USED.** (Or there is a \$50.00 clean up charge)
5. No dance waxes allowed. If it is evident to hall manager that dance wax has been used the renter agrees to forfeit the total damage deposit.
6. Everyone must be out of the hall by 2:30 am except for clean-up-crew. Hall must be cleaned and vacated by 3:30 a.m. Any violation of this timeframe will result in total forfeit of damage deposit.

SECTION V

CHARGES ASSESSED FOR DAMAGES:

- 1.** Damages will be assessed by the hall manager and/or appointed executive of the community league if damages are excessive plus administration costs.
- 2.** Actual replacement costs will be charged for items missing from the hall (ie. Chairs, extinguishers, etc.)
- 3.** Damages required outside contracting would be charged actual cost plus administration costs.
- 4.** If hall key is not returned for any reason the renter shall pay to have security locks re-keyed (approx.\$250.00)
- 5.** Failure to comply with any portion of **SECTION II** and **SECTION III** of this agreement will result in a cleaning charge of up \$75.00 per hour.

SECTION VI

COMMUNICATION AND WAIVERS:

- 1.** All communications concerning this agreement will be between the community league hall manager or designate and the renter **ONLY**.
- 2.** The renter agrees that during occupancy, the Northmount Community League will not be responsible for any injuries or damage to renter or guests' property, no matter how it is caused.
- 3.** All property of the renter and the guests in or on the premises of Northmount Community League are at the sole and exclusive risk of the renter and in no way will Northmount Community League be held liable for any loss and damage.

Goods left for more than 30 days will be disposed of.

**THE ABOVE CONDITIONS AND THE RENTAL AGREEMENT ARE
HEREBY ACCEPTED BT THE RENTER.**

Signature of renter: _____

Name Printed: _____

Address of renter: _____

Phone number of renter: _____

Postal Code: _____

Name of Organization or club: _____

Address of Organization or club: _____

Driver's License or Valid Government ID# _____

Date and type of function _____

Accepted by Northmount Community League Representative:

Date: _____

Office use only

Deposit Amount \$ _____, paid by _____, Number _____

Rental Amount \$ _____, paid by _____, Number _____

Refunds

Damage deposit _____

Cleaning Charges _____

Other _____ Specify _____

Refund _____, Cheque number _____