

STRATHCONA CENTRE COMMUNITY LEAGUE

10139 - 87 Avenue
Edmonton, Alberta T6E 2P3

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Rental Agreement for Use of Buildings and Property

RENTAL INFORMATION

Name(s): _____

Address (including postal code): _____

Telephone: _____ (home) _____ cell)

Email: _____

Type of Activity: _____

Date(s) of Function: _____

Time(s) of Function: _____

COSTS

Rental - Function: \$ _____

Rental - Decoration Equipment Set-Up: \$ _____

Rental - Clean Up: \$ _____

Damage Deposit: \$ _____

Bartender: \$ _____

Linens: \$ _____

Kitchen: \$ _____

Wedding Ceremony: \$ _____

Other: \$ _____

TOTAL: \$ _____

LIQUOR LIABILITY 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 and deposit is required in full no less than thirty (30) days prior to the rental/function date. The rental fee 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/Costs - 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 thirty (30) 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 Liability Insurance - The renter(s) must supply their own liquor and liquor liability license. The liquor Liability Insurance must be received seven (7) prior to function. The liquor licence must also 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 Strathcona’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 and thrown in the garbage bin located outside the building in the parking area. Renter(s) must also supply their own garbage bags.

15. Confetti — NO confetti of any kind is allowed in or outside the premises. This includes craft sparkles.

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.”

17. Decorating — Absolutely no nails, screws, staples, pins and/or duct tape are allowed to decorate the rented facility.

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 Hall Use 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 Name

For Renter: Signature

Per Strathcona Centre: Print Name

For Strathcona Centre: Signature

CATERER'S RESPONSIBILITIES / RENTERS

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, refrigerators, 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 does supply place settings, cutlery, cups and coffee pots or urns..
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: _____

STRATHCONA CENTRE COMMUNITY LEAGUE 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