

Riverdale Community League

Rental Agreement for Use of Buildings and Property

This form shall be filled out by the Riverdale Community League Hall Manager or designated alternative.

Riverdale Community Hall

9231 – 100 Avenue

Telephone: 780-421-1357

Booking Telephone: 780-426-6528

Hall Manager: Hana Razga

Hall Capacity: Main Hall – 147 (as per liquor permit)

Lounge - 30 (as per liquor permit)

Renter

Renter:

Renter - Please print name and sign name

Renter Address:

Renter Telephone Number:

Renter Representative: _____

If different from "the renter" ... Please print name and sign name

Renter Representative Address: _____

Representative Telephone Number: _____

Position of Renter Representative within the group: _____

Renter status:

(Registered Company, Society, Other-describe)

Liability Insurance: _____

(Company Name and Certificate #)

Description of Hall Use

Type of Activity for Hall Use: _____

Number of People attending function:

Live Music: yes____ no ____ Live Music until what time: _____

Liquor Consumption: yes____ no____

Name on Liquor Licence _____

Liquor Licence # _____

Booking Date and Times:

the _____ day of _____, 20____

between the hours of _____ and _____

Fee Agreement

Main Hall: \$ _____ Hold: \$ _____

Lounge: \$ _____ Damage Deposit: \$ _____

Entire Hall: \$ _____ Damage Deposit: \$ _____

Total fee: \$ _____

1. Fee for the entire hall is \$400.00 for non-community league members and renters from outside the Community of Riverdale, \$350 for members of the Riverdale community League. This includes a \$100.00 cleaning fee which is non-optional. The fee is payable one month prior to the event.

2. To hold a booking date there is a \$50.00 fee. If the booking date is cancelled within less than one month, it is non-refundable.

3. Damage Deposit \$300.00:

- is payable at the time of contract signing
- the cheque will be returned or destroyed if no damage reported. Otherwise, less deductions as named elsewhere in this agreement
- will not have interest applied by the league on monies held as deposits, or on rental monies

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Hall Use Waiver and Attached Special Conditions

The Hall Use Waiver and any attached special conditions/or any attached documents which form part of the Rental Agreement shall be considered to form a legal and binding part of this agreement.

See attached special conditions
See attached documents forming part of the Rental Agreement

Hall Use Waiver

Riverdale Community League assumes no responsibility whatsoever for any and all injuries or damages to persons or property, however caused, including claims arising out of the dispensing of alcoholic beverages. With limiting the generality of the foregoing, the renter is fully responsible for any and all damages to the hall and equipment, however caused (with the exception of damages caused by natural forces), while the hall is in the renter's care, custody, and control.

Signatures of Acceptance and Agreement

Dated this _____ day of _____, 20____, Edmonton, Alberta

Renter or Representative for the Renter:

Please print name and sign name

Riverdale Hall Manager or Designated Alternative: _____

Please print name and sign name

Terms of Agreement

A. Riverdale Community League agrees that it will:

1. Provide such building facilities and/or property thereof, for the time period, and purpose stipulated, at the rate agreed upon.
2. Maintain insurance on building property, but any material or goods of any kind belonging to those the renter or the party thereof, shall be covered by the renter's insurance, if any, and Riverdale Community League will bear no responsibility for the loss of the renter's goods or chattels.
3. Refund the damage deposit in total to the renter upon satisfactory inspection of the facilities and/or equipment by the Riverdale Hall manager or his/her designate following completion of the event described in this rental agreement.

B. Riverdale Community League stipulates that:

- a) It (Riverdale Community League) is not responsible for any loss or mishap that might occur to members, friends, associates, guests or invitees of the renter in the use of its facilities.
- b) The renter will ensure that proper care and consideration is exercised in the use of Riverdale Community Hall and property thereof, that appropriate conduct is maintained and the area of use is left in a clean and tidy condition.
- c) The renter will replace all Riverdale Community League property, which is moveable, to its original site.
- d) The renter will conduct its affairs within the area designated.
- e) The liquor licence must be displayed at the bar at all times during function.
- f) Permission to use fireplace must be granted by the Riverdale Hall manager before function.
- g) All and any damage will be reported to the Riverdale Hall manager or designated alternative immediately when damage occurs or when damage is first noted.
- h) The damage deposit shall be applied in part or in whole to any expenses incurred as a result of damage to these facilities and/or equipment, during the time that the renter was responsible for the access and use of the described facilities and/or equipment.
- i) The Riverdale Community League building has been designated a non-smoking. All areas, including the main hall, the hallways, washrooms and the lounge are non-smoking.
- j) The renter agrees to use and enjoy the building and grounds thereof in a reasonable manner and not to create or maintain excessive noise or other disturbances in or about the building or the surrounding neighbourhood.
- k) The total payment to Riverdale Community League is to be made not less than one month in advance of the date on which the premises are to be rented.
- l) This agreement shall be binding upon the renter, its members, friends, associates, guests, invitees, successors, and assigns.

Facility Clean-up and Security Checklist

Main Hall:

- Ensure that everyone has left the Main Hall
- Ensure that the windows are closed and locked
- Ensure that window shutters are closed
- Ensure that the doorway to the courtyard is closed and secure

Kitchen:

- Turn off, unplug, and clean or wipe down all small appliances
(do not store appliances while they are still warm... leave on counter to cool)
- Ensure that kitchen lights are off and secure the kitchen

Lounge:

- Ensure that everyone has left the lounge
- Ensure that the doorway to the courtyard is closed and secure
- Ensure that the fireplace is completely out, and that all coals and ashes are removed and placed (where?)

Washrooms:

- Ensure that everyone is out
- Ensure that taps are closed
- Turn off lights

Leaving the building:

- Ensure that everyone has left the building
- Set thermostat at (17C in the winter)
- Turn off all lights
- Ensure that main door is locked securely
- Check all doors and windows from the outside to ensure they are closed and secure

Notes

Notes to be used for such incidences as:

- Dates missed
- Problems
- Damage
- Suggestions
- Requests
- Compensation payments

Please remember:

When you leave, leave quietly, not all the world is a stage.