

Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this ___ day of _____, 20___ A.D.

Between:

_____ 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 _____,
Edmonton, Alberta

-and-

THE RENTER wishes to use the premises for the purposes described in Appendix 1.

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

TERMS

1. THE RENTER agrees to pay the rental fee indicated in Appendix 1 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1.
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 Appendix 1. 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 Appendix 2. 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.
5. Additionally, THE RENTER agrees to comply with the reopening conditions noted in Appendix 3. These conditions of reopening are dictated by Alberta Health Services and are necessary to ensure safety of THE RENTER and guests. Failure to comply will result in immediate cancellation of this rental agreement.

DAMAGE

6. 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.

7. 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

8. 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.

9. 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

10. 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 THE 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.

11. 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

12. 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

13. THE RENTER will ensure compliance with all municipal and provincial bylaws . The damage deposit will not be refunded if smoking occurs inside the facility.

14. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.

15. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.

16. 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 ____ day of _____, 20____.

THIS AGREEMENT EXECUTED on behalf of:

_____ COMMUNITY LEAGUE

RENTER



Signature: _____

Signature: _____

Hall Contact: _____

Print Name: _____

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

**Community League Hall Rental Agreement
Appendix 1**

Event Date: _____
 Name of Renter/Organization: _____
 On-Site Authorized Representative: _____
 Address of Renter: _____

 Phone Number(s): _____ Email: _____
 Driver's License No. Or Other
 Government Issue Identification: _____
 Credit Card Number: _____
 Event Contact Name/Cell Number): _____

Event date: _____

Start Time: _____ End Time: _____

Time Premises Will Be Vacated: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy Load is _____)

Alcohol Served? No Yes
 Food Served? No Yes
 Admission Charged? No Yes
 Will Security Be Present? No Yes
 If Yes, Security Company Name & Contact Number

Other Rental Conditions: _____

Room Requested	Room Cost Per Hour	Number of Hours	Total
Community League Member Discount (Membership # _____)			
Total			
GST (GST # _____)			
TOTAL RENTAL FEE – Due 30 Days Before Event			
Damage Deposit			
Key Deposit (Key Deposit will be forfeited if keys are damaged or lost or not returned when premises are vacated)			\$100
TOTAL DEPOSIT – Due At Time Of Booking			

All amounts due may be paid by e-transfer, cash, certified cheque or bank draft payable to **THE COMMUNITY LEAGUE**. Personal cheques will only be accepted 30 days before event.

- ✓ Damage Deposit Received:
- ✓ Rental Fee Received:
- ✓ Certificate of Insurance Received:
 - Insurance Company: _____
 - Policy Number: _____
- ✓ Liquor License or Special Event License (If Applicable):
 - Name on Liquor License: _____
 - Liquor License Number: _____
- ✓ Keys Picked Up

This information is being collected in accordance with the Digital Privacy Act and will be used for the purposes of renting a Community League Hall. Information collected will be retained for a period of 60 (sixty) days after rental. Information may be shared with members of the Edmonton Police Service if required as a result of their attendance at the Community League Hall with respect to this event but is protected by the privacy provisions of the Digital Privacy Act. If you have questions about the collection, use of disclosure of the personal information provided on this form, contact THE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

Hall Rental Agreement
Appendix 2: Cleaning and Damage Report

Name of Group: _____
 Name of Representative: _____
 Event Date: _____

Hall Rental Inspection Checklist

	<u>Before Event</u>	<u>After Event</u>	<u>Damage/Notes</u>
Hall is clean, tidy, and in good repair.			
Decorations have been removed. No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.			
Walls are clear of visible marks, sticky-tack, painter's tape or string.			
Damage to walls from previous rentals noted here.			
Floors are swept and washed.			
Chairs are stacked and stored in designated area.			
Tables are washed and stored in designated area.			
Bar area is clean.			
Kitchen surfaces, appliances and floors are clean.			
Dishes, cutlery, etc. are stored in designated spaces.			
	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	#Glasses____ #Plates____ #Mugs____ #Cups____ #Saucers____ #Utensils____ #Forks____ #Knives____ #Spoons____	
Food, beverages and containers removed.			
Bathroom fixtures and floors are clean.			
Garbage containers empty and garbage put into Bin in parking lot.			
Outside premises clean and free of litter.			
Key to hall received/returned.			

Final checkout

- Washrooms, stairwells, and kitchen have been checked for stray guests and belongings.
- Lights are turned off and windows are shut.
- Doors are locked.

Cleaning Supply List

To be supplied by THE COMMUNITY LEAGUE: To be supplied by Renter:

- | | |
|----------------|---------|
| ▪ Garbage bags | ▪ _____ |
| ▪ Dish soap | ▪ _____ |
| ▪ Dish cloths | ▪ _____ |
| ▪ Toilet paper | ▪ _____ |
| ▪ Broom | ▪ _____ |
| ▪ Mop | |
| ▪ Bucket | |

Deposit Payout Report	
Damage Deposit Collected	\$
Key Deposit Collected	\$
➤ Less Deductions Noted On Report And Detailed Here:	
	\$
Key Deposit Retained (If Applicable)	\$
Cleaning Charge (If Applicable)	\$
Total Deductions From Deposits	\$
Amount Returned	\$

I hereby agree with the above-noted report regarding the condition of _____ Community League Hall on (date) _____.

Hall Rental Director (print name)

Renter (print name)

Hall Rental Director (signature)

Renter (signature)

Hall Rental Agreement
Appendix 3: COVID-19 Reopening Conditions

Name of Group: _____
 Name of Representative: _____
 Event Date: _____

The restrictions that you need to abide by are based on the type of activity that is happening in the hall. Guidance for all activities can be found on the [Alberta Bizconnect Website](#), but some guidance, accurate as of the date of this contract, is available below. This information is changing frequently, and new rules in place will supersede the ones noted in this Appendix.

The Community League reserves the right to monitor the event to ensure that all Alberta Health Services requirements for reopening are followed. Failure to fully comply may result in your event being cancelled or shut down.

Enhanced safety and cleaning protocols should always be followed , including:

- physical distancing of 2m should always be observed outside of a cohort
- use Health Canada approved [hard-surface disinfectants](#) and [hand sanitizers](#) for use against COVID-19 (search products by DIN number)
- conduct a [hazard assessment](#) to identify existing and potential hazards related to COVID-19
- aid physical separation through barriers (Plexiglas), signage, floor markings and traffic flow controls to limit people in a space
- use PPE and follow [guidance to wear masks properly](#)

If the Community League does not feel they are able to comply with Alberta Health Services’ requirements for reopening, to ensure public safety, they are under no obligation to reopen.

Indoor Recreation Entertainment Checklist

	<u>Community League</u>	<u>Renter</u>	<u>Damage/Notes</u>
Control physical distancing requirements of two meters at points of entry into venue and where line ups occur including floor decals to establish distancing protocols.		X	
Limit the number of people in groups to ensure that two meters of distance is maintained between non-household participants.		X	
Wherever possible, assign seating at two-meter distances.			
Maintain a single point of entry to event, and control entry into venue to prevent congestion.		X	
Use physical barriers, such as acrylic panels at event registration table and payment points.		X	

Establish one-way flow patterns where possible.		X	
Monitor all areas to ensure adherence to distancing and hygiene protocols.		X	
Ask guests to complete the Alberta Health Services COVID-19 self-screening tool prior to entrance into the hall.		x	
If guests show any COVID-19 symptoms, ensure they are not allowed entry.			
Create a response plan in case a guest develops COVID-19 symptoms while at the hall, including isolation of guest and arranging safe travel home.			
Utilize Alberta Health Services safety protocol questionnaire to ensure no sick attendees.		X	
Sanitize all shared surfaces before and after use.		X	
Provide guests with facemasks.		X	
Provide guests with gloves.		x	
Encourage guests to wash or sanitize their hands before and after touching common surfaces.	X		
Encourage guests to remain at their tables or with their cohorts.	X		
Tables, chairs and other used items should be cleaned and disinfected before and after use.	X	X	
Post signs indicating distancing and hygiene expectations.		X	
Provide hand sanitizer containing at least 60% alcohol at all entry and exit points, including washrooms			
Washrooms should be cleaned and disinfected frequently.	X	X	
A written cleaning and disinfecting schedule is recommended to document the time a specific area was cleaned.			
Ensure that used cleaning supplies are properly disposed of in a lined waste bin.			
If offering food or beverage services, the Guidance For Restaurants, cafes, pubs and bars must be followed.			Nothing on the site yet.
Servers of food and beverages, must wear protective masks and gloves, and maintain a physical distance from guests.	X		
Appropriate Signage For Event to cover masks, physical distancing, etc. must be displayed in appropriate areas. Sample signage can be easily downloaded from Alberta Health Services at https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster	X	x	