

INSTRUCTIONS FOR SUBMITTING AN ON-LINE RENTAL AGREEMENT

Date / Time:

1. Review the on-line calendar for available dates and times

Rental Agreement (2 pages)

1. Complete the attached fillable rental agreement form (all highlighted areas).
 - a. Place an "X" in the box to indicate the area to be used (required).
 - b. Enter the date, time, and purpose of event (required).
 - i. **NOTE: include sufficient time before and after for set-up and clean-up.**
 - c. Enter contact information (must include at least one current phone number).
 - d. Place an "X" beside the preferred payment method.
2. Complete the attached fillable Waiver form (all highlighted areas).
3. Save the completed form to your computer.
4. Email the form to info@stalbertcommunityhall.com
5. Arrange payment of rental and/or rental deposit amounts.

Notes:

1. On-line rental agreements are received subject to the availability of the hall on the date/time requested.
2. Acceptance of rental request and agreement will be returned via email.
3. The Waiver form is an integral part of the agreement and must be completed.

Payment Options:

1. Cash on site
 - a. Call 780-460-7812 to arrange payment
 - b. (do not send cash by mail)
2. Cheque
 - a. Print the rental date or agreement number on the cheque
 - b. Mail completed cheque to:
St. Albert and District Community League
P.O. Box 77042 Stn Main
St. Albert, AB T8N 6C1
3. Interac eTransfer (EFT)
 - a. Initiate payment via your personal on-line banking.
 - b. Email transfer information to info@stalbertcommunityhall.com
 - c. Send security question answer separately.
4. Credit Card (via SQUARE)
 - a. SACL will initiate an email invoice via SQUARE within 48 hours.
 - b. Enter your credit card information through the secure link in the email.
 - c. For your security, SACL does not collect or store any card information.



Between: The St. Albert and District Community League (hereinafter known as the League),

And _____ (hereinafter known as the tenant),

For the use of the St. Albert Community Hall (hereinafter known as the Hall)

Area of use (check) ☐ Main Hall (with Kitchenette and Stage areas)
☐ Lower Hall (with fridge access)
☐ Main Kitchen __limited__ __full use__ __all day__ Not Used

Between the hours of _____ and _____ on the _____ day of _____, 20____

For the purpose of _____

NOTE: hours of occupancy must include adequate time before and after event for set-up and clean-up.

(Note: **for regular recurring rentals attach a complete list of all dates and times.**)

(This list and contact information must be updated annually in June for the following year.)

Total rental cost of the above use is: \$_____ payable in full at least 45 days prior to reservation date.

The total includes a 50% booking deposit of \$_____ payable at the time of signing of this agreement. Where the booking is made less than 45 days in advance of the reservation date, the booking deposit is 100% of the rental amount. The deposit is refundable provided that written notice of the cancellation is received by the League at least 45 days prior to the day of the reservation. If notice of cancellation is less than 45 days, the deposit is not refundable.

In Addition, a refundable damage/cleanup deposit of \$1000 is required for all single use events and is payable in full at least 14 days prior to reservation date. The cost of repairing any damage to the hall or equipment beyond normal wear and tear as well as the cost of extraordinary cleanup and direct expense due to forced cancellation of following rental events will be deducted from this deposit.

A service fee of \$25 will be added for all dishonored cheques.

All refundable monies will be returned to the tenant within 14 business days of receipt of the cancellation notification or within 14 business days after the resolution of any issues resulting from the use of the Hall.

CONTACT INFORMATION (please print)

NAME _____ PHONE (h) _____ - _____ - _____

ADDRESS _____ PHONE (w) _____ - _____ - _____

CITY/TOWN _____ PHONE (c) _____ - _____ - _____

POSTAL CODE _____ Email _____

As the contact person, I hereby certify that I am the tenant or am authorized to represent the tenant and that I have read and accepted the General Terms and Conditions on page 2 (reverse).

Signature _____ Date _____

Payment Method ____cash ____cheque ____Interac eTransfer ____credit card

Make Cheques payable to **St. Albert and District Community League** P.O. Box 77042, Stn. Main, St. Albert, AB T8N 6C1.

Manager's use only (for recording payments received and special notes)



GENERAL TERMS AND CONDITIONS PAGE 2

1. By signing this agreement, the tenant agrees that he/she or his/her representative has inspected the Hall and determined that the Hall is suitable for his/her proposed usage of the Hall.
 2. **Upon first entering the Hall, the tenant agrees to inspect the Hall and immediately advise the League of any apparent deficiencies or any damage to the hall, equipment, or amenities.**
 3. The tenant may enter only those portions of the building specified in this agreement and only during the times specified in this agreement. For evening events, same day afternoon access to the Hall for the purpose of DJ or band set up and hall decorating shall be included in the Hall rental timings and all applicable hourly rental charges shall apply.
 4. The tenant agrees that all building equipment rooms, cupboards, offices, and storage rooms are off limits at all times.
 5. The tenant is aware that other groups or individuals may occupy other portions of the building not specified in this agreement and the tenant agrees to respect the rights of those groups or individuals.
 6. **The tenant agrees to provide, at his/her cost, all security as necessary**, to protect the Hall and its equipment and other amenities from damages during the period of occupancy by the tenant.
 7. The tenant agrees that the League shall not be held responsible or accountable for any item left or stored in the Hall by the tenant or his/her invited or uninvited guests.
 8. The tenant agrees:
 - a. To provide full compensation to the League for the repair or replacement of all damages to the Hall and/ or its equipment, other than normal wear and tear, which occurs as a direct or indirect result of the use of the Hall by the tenant or by his/her invited or uninvited guests as determined by the League, and
 - b. To provide full compensation to the League for the repair or replacement of any and all items provided by the League for use by the tenant and damaged by the tenant or his/her invited or uninvited guests as determined by the League.
 - c. That confetti or similar glitter will not be permitted inside the hall.
 9. The tenant agrees that the League does not provide or serve any alcoholic beverages or cannabis and that the League shall be held harmless from any and all actions arising from any accident or injury to the tenant and/or any invited or uninvited guests of the tenant which is the direct or indirect result of the provision or consumption of alcoholic beverages or cannabis.
 10. Where the tenant is either providing or facilitating the provision of alcoholic beverages or cannabis, the tenant is responsible for obtaining any and all necessary permits; and publicly displaying said permits as may be required. The tenant agrees to abide by all the terms and conditions of said permits. For the protection of the tenant, it is recommended that the tenant engage the services of an experienced bar tender.
 11. The tenant agrees to carry any and all necessary liability insurance and to provide proof of insurance, liquor license or any other such permits upon request by the League. Liability Insurance shall include the League as a named co-insured.
 12. The tenants agree that:
 - i. the number of hours of occupancy must include any and all allowances necessary for set-up and clean-up of the Hall.
 - ii. tables and chairs may be set up as necessary by the tenant using the provided handcart.
Tables and chairs shall not be dragged across the floor.
 - iii. **the tenant will clean up the Hall prior to vacating and will leave the Hall in a respectable condition suitable for immediate occupancy by the next tenant. This clean up includes restacking the chairs and tables, sweeping the floors, mopping up any spills and removal of all garbage from the building.** Where the agreement includes the use of the kitchenette or main kitchen, clean-up will include washing used cups, glasses, coffee pots, etc., and cleaning the countertops, cupboards, sinks and floors in said kitchenette or kitchen.
 - iv. In the event that the Hall is not left in a respectable condition suitable for immediate occupancy, the tenant agrees to provide full compensation to the League for any and all additional cleanup required as determined by the League, as well as any lost revenue and direct expense due to forced cancellation of following rental events.
 12. a. **Main Hall rental** includes: main banquet hall, stage, coat room, kitchenette, tables and chairs, public address system and Audio/visual equipment. (Capacity 190 with liquor license, 240 unlicensed)
 - b. **Lower Hall rental** includes: basement banquet hall, coat rack, tables, chairs, and access to a fridge and freezer. (Capacity 81 with liquor license, 102 unlicensed)
 - c. **Main Kitchen rental** includes:
 - Limited = use of cooler and stove for holding prepared foods during rental period.
 - Full use = food preparation and use of all equipment, dishes, and utensils during rental period.
 - All day = Full use as above with early access for food preparation and storage (subject to availability).
 13. At the conclusion of the rental period, the tenant agrees to vacate the Hall promptly and to **secure the building by locking all exterior doors.**
 14. **The tenant also agrees to advise the League immediately of any damage incurred to the hall, equipment, or amenities during the event.**
- NOTE:** The hall may be video recorded for investigation of hall security or property damage incidents.

2020 Officers

President

Shawn Bryan

Vice - Pres.

Vic Charlton

Secretary

Claude Carignan

Treasurer

Michael Clulow

Directors

Dave Levesque

Stacey Levesque

Sara Cameron Quaid

Kim Chaisson

Robert Fata

Peter Smith

Bentley Barr

vacant

Rental Manager

Sheila Clulow
780-460-7812

Custodian

Aurora Leclerc
Aurora Cleaning

Caterers

Mary McGeown
Ashgrove Catering
(780) 419 - 3300

Ann Zvonkovic
Thyme to Celebrate
(780) 232 - 6087

COVID-19 WAIVER

Due to the COVID-19 pandemic, the St. Albert and District Community League is taking extra precautions with tenants and their guests entering and using the St. Albert Community Hall ("Hall"). Please respond to these affirmations truthfully so we may continue to do our best to stop the spread.

Symptoms of COVID-19 may include fever, dry cough, sore throat, fatigue, difficulty breathing, or loss of smell or taste.

I, _____, on behalf of the tenant, _____,
(print name) (print name of organization)

state:

- I understand the above symptoms and state that I, as well as all members and guests of the tenant expected to attend the Hall, do not currently have nor have experienced COVID-19 symptoms within the last 14 days;
- I, as well as all members and guests of the tenant expected to attend the Hall, have not been diagnosed with COVID-19 within the last 14 days;
- To my knowledge, neither I, nor members and guests of the tenant expected to attend the Hall, have been in contact with anyone who has been diagnosed with COVID-19;
- If any of the above persons travelled outside of Canada in the last month, he or she isolated for 14 days upon his or her return;
- I understand that the St. Albert and District and Community League cannot be held liable should I, members of the tenant or its guests, experience exposure to the COVID-19 virus or any other contagion as a result of my providing misinformation on this form;
- I understand that because gathering at and in the Hall involves physical proximity between people; there may be elevated risk of disease transmission, including COVID-19;
- When the tenant, its members or guests occupies the Hall more than once, the tenant agrees to review this form before each occupancy, and advise the League of any changes to the above information.

By signing this form, I understand that I, members of the tenant, and its guests, am aware of the risks involved and will not hold the St. Albert and District and Community League liable for exposure at or in the Hall to COVID-19 or any other contagion.

Name: _____

Signature: _____

Date: _____

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The St. Albert and District Community League (SACL) uses a contract service provider to routinely clean the Community Hall and its amenities. This includes:

- Daily cleaning and restocking washrooms
- Daily vacuuming all carpets
- Washing floors as needed
- Removing any residual garbage
- Periodic washing of walls and curtains

During these uncertain times of Covid-19, our cleaning protocol has been enhanced to include the following items between events in the hall:

- Sanitizing all high contact areas (door handles, hand rails, light switches, etc.)
- Sanitizing chairs and tables that have been unstacked for use
- Sanitizing benches
- More frequent washing of the floors

Note: the date / time of the last sanitizing routine is posted in the lobby.

In addition, SACL has implemented the following:

- A Hand sanitizing station in the entrance lobby
 - Including signs re Covid-19 screening guidelines
- Hand sanitizers at two locations in each hall
- Social distancing markers on the floor in the lobby
- One way traffic flow and signage within the hall to minimize lobby congestion
 - (Except for persons with mobility concerns that may need to use the entrance ramp to exit the building)
- Hands-free faucets, etc. in washrooms
- Covered excess (removed from service) chairs and tables
- Face coverings are required within the hall (City of St. Albert bylaw)

To respect the privacy of our tenants, SACL does not screen people entering the hall. We strongly recommend that each tenant screen their own guests for Covid-19 symptoms, and keep a record of their guests contact information for at least 30 days to assist with contact tracing if it becomes necessary.

In the event that a Covid-19 positive case is linked to the hall, SACL will immediately advise the primary contact of each group that may be affected, and will cooperate fully with any subsequent Alberta Health Services requests or recommendations.

Originally signed by *Vic Charlton* President