

# INSTRUCTIONS FOR SUBMITTING AN ON-LINE RENTAL AGREEMENT

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## 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. Save the completed form to your computer.
3. Email a copy of the form to [info@stalbertcommunityhall.com](mailto:info@stalbertcommunityhall.com)
4. 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.

## 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](mailto: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.
  - d. A 2% Non-Refundable Administration fee is added to all CC transactions.



# 00 \_\_\_\_\_

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/Bar, Stage, and AV system access)
[ ] Lower Hall (with fridge/freezer access)
[ ] Commercial Kitchen
Between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_
event \_\_\_\_\_ early entry \_\_\_\_\_ recurring \_\_\_\_\_ Not Used

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.
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.
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.