

Facility Rental Agreement

Rentor: Glendale/Glendale Meadows Community Association

A member of the Federation of Calgary Communities

Hall Contact: Sandra Rosica

Phone: (403) 242-2110

Rentee Name(s): _____
Phone Numbers: Home: _____ Work: _____ Cell: _____
Community Association Membership Number (if applicable): _____
Company Name if applicable: _____
Company Address: _____ Postal Code: _____

Activity

Purpose of rental: _____
Dates requested: _____ Hrs: _____ to _____
Number of people attending: _____
Liquor? Y N Liquor Permit Number: _____

Name of person present throughout the activity: _____ Phone: _____

Damage deposit and cleaning ID

A \$500 cash security deposit is taken as a damage deposit.

1. Should damages be incurred to the property therein, charges for damages will be debited from this amount.
2. Should extra cleaning be required to return the property to the same condition when handed to the Rentee, cleaning charges will be debited from this amount at the rate of \$40/hour.

Fee Agreement

| | | | |
|-------------------------------|--------------|---|----------------|
| Cash Security deposit: | \$500 | Cash | Date received: |
| Membership Fee: | _____ | (available only to persons living within Glendale/Glendale Meadows Community) | |
| Basic Fee: | _____ | Membership#: | _____ |
| GST: | _____ | | |
| Additional Fees: | _____ | | |
| Total: | _____ | | |

Booking Deposit: \$150 **Booking deposit is due with the return of this form (pages 1 and 2 signed)**

| | | | |
|----------------|--------|--------|----------------|
| | Cheque | Cash | Date received: |
| Balance Owing: | _____ | Cheque | Cash |
| | | | Date received: |

Date due: _____

Balance Owing and cash security deposit is due on the Monday or 5 days before activity.

Conditions of Rental Agreement

Please initial as confirmation that Rentee has read and understands the conditions.

- _____ Booking is confirmed on the receipt of a \$150 booking deposit or the full amount due.
- _____ The booking deposit is non-refundable within 60 days of the rental unless the Rentor contracts an alternate rental.
- _____ Balance of the rental fees are payable on the Monday or 5 days before the rental date.
- _____ The Rentee (and all users, guests, persons in relation to the use) will adhere to all current City of Calgary "Non-Smoking Policy" and the City of Calgary "Noise Bylaw" as well as Municipal, Provincial, and Federal laws related to the use and occupancy of the property.
- _____ The Rentee is responsible for all users, guests, persons in relation to the use and occupancy of the property. Host liability insurance is strongly recommended by the City of Calgary. Violation of the City Noise Bylaw could result in loss of security deposit.
- _____ Liquor permits are the responsibility of the Rentee. The Rentee must abide by all the Laws of Alberta and the Alberta Liquor Control Board with respect to the liquor license. It is suggested that the Rentee purchase "Host Liquor Liability Insurance" if users and guests are consuming alcoholic beverages during the rental period. This can be purchased through the insurance company that your car or home is insured with.
- _____ The Rentee is responsible for any loss or damage to property occurring during the rental period. All fixtures, lights, ornaments, trophies, chairs, tables, kitchen equipment, cutlery, and stoneware are the property of the hall and are not to be removed. All contents of the hall shall remain in the hall. Missing or broken contents are the responsibility of the Rentee.
- _____ The Rentee agrees to pay any additional charges for any broken or missing contents. Charges will be collected from the credit card given by the Rentee to cover expenses incurred by the Rentor because of damages to the facilities/equipment during the rental period that the Rentee is responsible for.
- _____ Decorations may be put up with green painters' tape- no thumbtacks or nails are to be used. Pins may be used in the raised cloth panels only. No confetti on the property.
- _____ The property must be cleaned and vacated on the day of the rental. Next day clean-up is not an option. Chairs and tables must be cleaned, stacked, returned to the storage area properly. The floors are to be swept and mopped. All green painters tape must be removed. "Cleaning Guide Lines" are attached as Schedule A (page 3) which forms part of this lease agreement. The Rentee agrees to pay additional cleaning charges incurred by the Rentor to return the property to the condition prior to rental. Cleaning is charged out at \$40/hour to complete the cleaning.
- _____ The Glendale/Glendale Meadows Association requests that parking be confined to the parking lot are along roadways on 25Avenue SW. The alleys are NO PARKING ZONES.
- _____ The property is located in close proximity to community neighbors. Please respect their property and drive away quietly. Please note that the property is located in a Playground Zone on 45th St SW, 25th Avenue SW, and Glenmount Dr SW.

The Glendale/Glendale Meadows Community Association and its Board of Directors reserves the right to cancel any event in the above facility and on the property.

The Association has the authority to remove, or have removed, any persons from the facility and property if it is felt that any part of this agreement were broken; or that the facility is not being used for the purpose for which the agreement is intended; or that the Rentee is not complying with the Liquor Control Act, the regulations under the Act, as well as the policies of the Alberta Liquor Control Board, the Calgary Police Department, and the City of Calgary; or that the above list of Rental Conditions are not being met.

Rentor: _____ Rentee: _____ Date: _____

It is recommended that you keep a copy of your signed agreement for your own records.

Schedule “A” Glendale/Glendale Meadows General Cleaning Instructions

Rentee retains this page for their purposes

Inside and outside the hall and the property:

All decorations that have been put up must be removed. Do not use tacks or nails of any kind to put up decorations- green painters’ tape only and pins only in the raised cloth panels. All tape must be removed. All garbage is to be collected and put into plastic bags. All garbage is to be placed in the dumpster outside the hall located on the NW corner of the parking lot. Clean garbage bags are to be replaced from the supply room.

Main hall and meeting room and front entry:

All tables and chairs are to be cleaned, stacked, and returned to the storage area. Two tables and eight chairs are to be left in the small meeting room.

Major spills and splashes to walls and doors must be cleaned.

All floors are to be swept and wet-mopped.

Bathrooms:

Used washroom paper toweling must be placed in the receptacles. Washroom soap spills must be wiped from the counters. Sinks wiped out. Toilet areas must be free of any kind of debris – paper, solid, or liquid. Sick guests are your responsibility. Floors are to be wet-mopped.

Kitchen:

Stove and oven are to be cleaned. Dishes are to be washed. The fridge is to be emptied and left clean. The counter tops and sinks are to be wiped down. The sinks must be free of debris, cupboards wiped down.

General: All equipment is to be returned to the janitors supply room. All lights are to be turned off.

Please insure that the east door (rink side) is securely closed.

Please insure that the front door is locked.

It is the responsibility of the Rentee to report any damages to the hall or its contents.

Glendale/GlendaleMeadows Community Association Phone number (242-2110)

Any additional cleaning that is required will be charged out at the rate of \$40/hour.

Deposit your key in the black mailbox beside the front doors at the end of the rental period.