

HAZELDEAN COMMUNITY LEAGUE

HALL RENTAL CONTRACT

This RENTAL CONTRACT dated [DATE]

Between

The Hazeldean Community League 9630 – 66 Avenue Edmonton, Alberta T6E 4W9

(Hereinafter called the “LESSOR”)

AND

NAME:

ADDRESS:

POSTAL CODE:

TELEPHONE:

EMAIL:

(Hereinafter called the “LESSEE”)

Terms of Contract: The LESSEE hereby agrees to the terms of the contract as set out herein.

1. RENTAL DATE(S) AND FACILITY ACCESS

- a. The LESSOR hereby agrees to supply to the LESSEE its facility and services for a [EVENT DESCRIPTION], to be held on [EVENT DATE].
- b. Facility access is limited to the [FACILITY SPACE]. Accessing other rental spaces in the facility will result in additional rental charges.

2. FACILITY REQUIREMENTS

- a. If serving alcohol a liquor license is required.
- b. Liquor may be served to 1:00AM; Liquor to be consumed by 1:30AM. Hall must be vacated by 3:00AM.
- c. To set up tables, chairs, etc. and decorate as per facility guidelines.
- d. To assume full responsibility for coat checking and security.
- e. To assume full responsibility of own members, guests and others that who may be present.
- f. To be responsible for locking all doors when leaving the hall, while the keys are in the possession of the LESSER.
- g. To leave facility as required by the Facility Guidelines at the end of the function. Keys to be deposited into the mail box outside of the front doors of the hall upon leaving.
- h. To fully compensate and pay for any defacement and/or loss to any of the LESSOR'S property, equipment, or contents.

3. DAMAGE DEPOSIT

- a. Upon placing the above booking for the facility, the LESSEE agrees to pay a damage deposit of [AMOUNT].
- b. Payment of the damage deposit secures your event in the facility's rental calendar.
- c. The damage deposit will be returned thirty (30) days after the function minus any damages if any. Damage deposit to be returned to the LESSEE as noted above.
- d. The damage deposit will be penalized the cost of the rent (or the full deposit if the rent exceeds \$1000) if notification of cancellation falls within a thirty (30) day period prior to the function date.
- e. Any extra cleaning charges will be deducted from the damage deposit.

4. ADMINISTRATION CHARGES

- a. NSF Cheques – A \$35.00 bank fee will be charged to any NSF cheque.

5. LIABILITY INSURANCE

- a. Liability insurance of \$2,000,000 is required.
- b. **Hazeldean Community League and The City of Edmonton are to be coinsured (that is, to be listed in the “also insured” section of the insurance policy). A copy of this document is required at the time of key pickup.**
- c. Certified photo ID may be required. A photo or photo copy will be taken and deleted/shredded after the event:

This information is being collected under Section SC 2015, C.32 of 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 the event (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 any 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.

6. RENTAL FEE

- a. **[AMOUNT]** including GST. (GST #874664600)
- b. The rent is due 30 days before the commencement of the event.
- c. Payment can be made by cheque or e-transfer
- d. Please make all cheques payable to **Hazeldean Community League**
- e. E-transfers can be sent to **hazeldeanleague@hazeldean.org**

LESSEE Signature:

LESSOR Signature:

Thank you for your business,

Hazeldean Community League

Hazeldean Community Hall:

Clean-up Made Easy!

Welcome! We're so excited to host your event at Hazeldean Community Hall. To help keep our space clean and welcoming for all, please follow these simple cleanup steps. **All necessary cleaning supplies are in the marked closets. If the guidelines aren't met, costs will be deducted from your damage deposit.**

1. Clear Doorways

Keep all doorways open and free of obstacles.

Cost if not done: \$50

2. Chairs

Wipe down and stack chairs neatly in sets of 10, as you found them.

Cost if not done: \$125

3. Tables

Wipe down tables and return them to their original spots.

Cost if not done: \$125

4. Garbage

Empty all garbage cans in the hall, kitchen, hallway, and washrooms. Place garbage bags in the outdoor dumpster. If full, leave bags neatly by the gate.

Cost if not done: \$75

5. Outdoor Cleanup

Pick up event-related litter and cigarette butts from the outside areas.

Cost if not done: \$50

6. Spills & Floors

Clean up any spills and sweep/mop the floors.

Cost if not done: \$150

7. Kitchen

Clean counters, sinks, fridges, stoves, and ovens after use.

Cost if not done: \$125

8. Washrooms

Clean and tidy up the washrooms.

Cost if not done: \$75

9. Décor

Remove all decorations (inside and outside) and leave no trace behind.

Cost if not done: \$50

10. Secure the Hall

Close and lock all doors before leaving. Return the keys.

Cost if not done: \$1,000 (Failure to return keys results in loss of deposit.)

11. Personal Items

Take all personal belongings, leftover food, and drinks with you.




Cost if not done: \$50

12. Entrance Carpets

Keep entrance carpets clean and free of dirt, snow, or debris.

Cost if not done: \$50

Additional Reminders:

-  **No Smoking Inside & Pocket all Cigarette Litter**
-  **Confetti-Free Zone**
-  **No Dragging Tables or Chairs**

Thank you for your cooperation! Your effort in cleaning up ensures that Hazeldean Community Hall remains a vibrant, welcoming space for everyone. We appreciate your help in keeping our community clean and beautiful.

Emergency Contacts:

780-860-6465 – **Kristopher Skinner**, League President & Acting Hall Manager

587-778-6828 – **Kylie Stang**, Facilities Director