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## BRUDERHEIM MEMORIAL COMMUNITY HALL RENTAL AGREEMENT

Name (*The Renter*): \_\_\_\_\_

Organization: \_\_\_\_\_ Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail: \_\_\_\_\_

Event: \_\_\_\_\_ Expected # of participants: \_\_\_\_\_

Date Required: \_\_\_\_\_

### Facility Rental Terms and Conditions

**Definition of Event:** a social occasion or activity.

The Renter must be a minimum of 18 years of age to book events and is responsible for communicating terms and conditions to all parties involved as well as ensuring adult supervision is provided during the entire length of the booking.

### REGULATIONS

**Purpose:** The Renter may not use the premises for anything except the Purpose specified in the attached Particulars. The Renter cannot sublease, assign, subcontract or transfer the use of the space without written approval from the Town of Bruderheim.

**Compliance with Laws:** The Renter shall comply with all municipal, provincial and federal laws, regulations and bylaws, and will obtain, at its own expense any and all necessary permits, licenses and approvals.

**Decorations:** There is a decorating board on all walls for hanging decorations for your event. Do not put decorations on the walls. If walls are damaged, you will be held responsible for the damages. No pushpins, tacks, nails, tape (masking, duct or scotch) may be used. Town of Bruderheim reserves the right to restrict fixtures/decorations both inside and outside the facility. Decorations are to be put up at the start of the event and removed upon conclusion.

All items belonging to the Community Hall must remain in the facility; likewise, any food, decorations, equipment, or any other item brought in by the renter (including caterers, guests, dj's, etc.) must be removed prior to the end of the event.

If using candles, they must remain on the table in candle holders and monitored throughout the rental period.

The use of confetti and rice is not permitted.

**Setup and Take Down:** Renters are expected to self-clean and setup and take down furniture.

**Cleaning:** The Renter is responsible for leaving the facility clean and damage free. This includes cleaning of the stove (if used), washing any dishes used, wiping out the fridge and wiping off all the countertops. All tables are to be washed and sanitized before being placed on the table trolley for storage. Cleaning supplies are available in the Janitor's Room (code 1234) and under the sink in the kitchen.

**Administrative Fees:** Town of Bruderheim reserves the right to forward any additional administrative fees and costs to the renter at the discretion of the Chief Administrative Officer or designate. This will be done through an amendment to the facility rental contract with advanced notice for the renter.

**Permits/Licenses:** The Renter is required to get a *Special Event Liquor License* and any other applicable permits/licenses necessary to stage an event. Renter is expected to follow all guidelines set by Alberta Gaming and Liquor Commission with regards to the liquor license. A copy of the permit must be displayed at the event. ***It is strongly recommended that the renter carry alcohol and third party liability insurance. Please contact the Town of Bruderheim if you would like us to check and see if there is access to insurance for functions that require insurance. If insurance is available, it would be at the cost quoted.***

**Camping:** The Renter must arrange for camping arrangements with the Chief Administrative Officer or designate. Camping is not permitted on Town roads and sidewalks.

**Emergency Procedures:** The Renter shall make themselves aware of the nearest emergency exits and shall follow the Town's Emergency Procedures as instructed by Town personnel. Any incidents or accidents are to be reported to Town personnel immediately by calling 780-796-3731 and follow instructions. Activate 911 if necessary.

**Smoking:** Smoking is prohibited. Renters and guests are to use the smoking receptacle located outside the facility.

**Security:** Renter is to provide at own cost security, ushers, and first-aid services for the event if it is deemed necessary by the Town.

**Deposit Refunds:** Damage deposits will be held until the facility has been assessed by Town Staff to ensure that the facility has been left in satisfactory condition.

## **CONDUCT**

- **Must comply** with all Facility regulations posted or otherwise noted. All youth must have adult supervisors (18 Years or older) in attendance at all times. Town of Bruderheim has the authority to evict anyone who is creating a disturbance, or acting in an unsafe manner, and may at its sole discretion terminate this Contract immediately.
- **Move In/Move Out:** The Rental Space is to be entered after the start of your booking start time, and vacated by your booking end time. Failure to do so may result in additional charges.
- **Parking:** No parking on sidewalks or in no parking zones.

## **CANCELLATION**

A mechanical failure or situations beyond the reasonable control of the Town may result in cancellation of the contract. The Town shall give the Renter as much notice as reasonably possible. Town of Bruderheim Chief Administrative Officer will have sole discretion in determining if conditions are suitable. The Town may cancel a rental at any time without reason. Refunds will not be issued for cancellations that are made within seven (7) days of the scheduled booking, unless the cancellation is made by the Town of Bruderheim Chief Administrative Officer.

**RESPONSIBILITY/LIABILITY FOR DAMAGE**

The Renter agrees to hold harmless and indemnify Town of Bruderheim, its servants and agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expenses and costs (on a solicitor and his own client basis), which arise out of or during the use of this Facility under this rental contract, except for the negligence of Town of Bruderheim.

The Renter shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the Renter, or anyone attending on the invitation of the Renter.

The Renter must pay for all damage to this facility or furnishings, however caused, arising out of or during the use of this facility under this contract. Future rental contracts will not be considered for any group that has an outstanding account with Town of Bruderheim in this regard.

Read the rental expectations below, and initial each to agree to the terms.

*Initials      Read each rental expectation, and initial each to the left.*

	Kitchen must be cleaned (dishes washed, put away; garbage taken out; appliances cleaned, etc.) otherwise renter will be charged cost of clean-up.
	Bathrooms must be tidy (toilets flushed; garbage taken out; counters cleared) otherwise renter will be charged cost of clean-up.
	Premises are to be vacated no later than 0200 (2 AM) otherwise renter will be charged an additional day of facility rent.
	All doors must be securely closed before the alarm can be activated. Additional charges may apply if doors are left unlocked or open and the alarm not activated. There is a risk of someone entering and damages would be your cost.
	Facility checklist must be reviewed with Bruderheim representative before and after event.
	The Renter agrees to hold harmless and indemnify Town of Bruderheim, its servants and agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expenses and costs (on a solicitor and his own client basis), which arise out of or during the use of this Facility under this rental contract, except for the negligence of Town of Bruderheim.
	The Renter shall be responsible for personal injury or damage, or for the loss or theft of any articles or equipment of the Renter, or anyone attending on invitation of the Renter.
	The Renter must pay for all damage to this facility or furnishings, however caused, arising out of or during the use of this facility under this contract. Future rental contracts will not be considered for any group that has an outstanding account with Town of Bruderheim in this regard.

**ACKNOWLEDGEMENT:**

I have read and agree to these terms and conditions of use and will make every effort to ensure all participants abide by them. Further, I understand that failure to comply with any of the conditions may result in loss of use of this facility and/or other penalties.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

TOWN OF BRUDERHEIM REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RENTAL CHARGES**

**BRUDERHEIM MEMORIAL COMMUNITY HALL:** (prices include GST)  
 (Capacity 144 with tables, 400 standing only, 180 with seated chairs)

Account #

4-73-460	Damage Deposit (all buildings)	\$500.00	_____
	Facility Key Deposit	\$50.00	_____
	Extra Cleaning or Damage at cost		
1-73-560	Private Function Hall Rental (\$380.95 + GST) (Includes Kitchen & Cooler)	\$400.00	_____
1-73-560	Private Function Hall Rental (max 4 hours+190.48 + GST) (includes Kitchen & Cooler)	\$200.00	_____
1-73-560	Event Preparation/decorating (75.00 + gst)	\$78.75	_____
1-73-560	Gift opening/shower (75.00 + gst)	\$78.75	_____
1-73-560	Local Non-Profit Groups (Auditorium, 4 hours max) (95.24 + gst)	\$100.00	_____
1-73-560	Local Non-Profit Groups/Youth Recreation (Auditorium day) (190.48 + gst)	\$200.00	_____
1-73-560	Funerals (150.00 + gst)	\$157.50	_____
1-73-560	Funerals (4 hours max) (100 + GST)	\$105.00	_____
1-73-560	**Kitchen Only for Local Non-Profit Groups (75.00 + gst)	\$78.75	_____
	**Kitchen Only (175.00 + gst) full day;	\$183.75	_____
	**Kitchen Only (100.00/4 hours + gst)	\$105.00	_____
	**available only if auditorium is not booked		

**TOTAL CHARGES** \$ \_\_\_\_\_

**For OFFICE USE**

Rental Paid (date): \_\_\_\_\_ Cheque  or Credit Card

Deposit Paid (date): \_\_\_\_\_ Cheque number: \_\_\_\_\_

Deposit: Returned (date): \_\_\_\_\_

Not Returned (reason): \_\_\_\_\_

\_\_\_\_\_

**Facility Checklist**  
**Hall Rental Agreement**  
**Cleaning and Damage Report**

**Name of Group:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

Hall Rental Inspection Checklist	Before Event	After Event	Damage/Notes
<b>KITCHEN and BAR AREA</b>			
Bar area counters and sink are clean.			
Kitchen counters, dishwasher, and sinks are clean.			
Food, beverages, and containers removed.			
Floors are swept and washed.			
Fridge and walk-in cooler are empty and clean. Walk-in cooler is powered off.			
Ovens and stoves are clean.			
Coffee pots are unplugged and clean.			
Garbage bins emptied with new bags and trash put into outdoor bins by back door.			
Dishes, cutlery, etc. are clean & stored in designated spaces			
<b>AUDITORIUM HALL</b>			
Hall is clean, tidy, and in good repair.			
Decorations have been removed. <i>No pushpins, tacks, nails, tape (masking, duct or scotch) may be used.</i>			
Walls are clear of visible marks, sticky-tack, string, or painter's tape			
Chairs are stacked and stored in designated area			
Tables are washed and stored (11/trolley) in designated area			
Floors are swept and washed.			
Garbage bins emptied with new bags and trash put into outdoor bins by back door.			
<b>FOYER / ENTRANCE</b>			
Foyer is clean, tidy, and in good repair.			
Decorations have been removed. <i>No pushpins, tacks, nails, tape (masking, duct or scotch) may be used.</i>			
Walls are clear of visible marks, sticky-tack, string, or painter's tape.			

Floors are swept and washed.			
<b>BATHROOMS</b>			
Toilets flushed.			
Bathrooms are tidy and garbage bins emptied.			
<b>END OF EVENT – Before Leaving</b>			
Alarm must be activated			
All lights turned off			
All doors securely closed and locked.			
<b>LAUNDRY ROOM</b>			
Kitchen towels washed, dried, folded and put away.			
Lint screen cleaned.			
Room left tidy and clean, with floor swept.			

Date of **pre-event** inspection: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Town Representative Signature: \_\_\_\_\_

Date of **post-event** inspection: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Town Representative Signature: \_\_\_\_\_