



**Community League Hall Rental Agreement. Appendix 1**

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

Name of Renter/Organization: \_\_\_\_\_

On-Site Authorized Representative: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No. Or Other \_\_\_\_\_

Government Issue Identification: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Event Contact Name/Cell Number): \_\_\_\_\_

**Event date:** \_\_\_\_\_

**Time Premises Will Be Vacated:** Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
All weekend rentals must be vacated by 2:00 AM

**Type of Event:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_ (Maximum Occupancy Load is 150)

**Alcohol Served?** No Yes If Yes, Liquor License # \_\_\_\_\_

**Food Served?** No Yes.

**Admission Charged?** **No Yes**

**Will Security Be Present?** No Yes If Yes, Security Company Name & Contact Number

**Outside Catering Service:** No. Yes If Yes, Catering company Name & Contact Number

**Music? Band or DJ** \_\_\_\_\_

**Inflatables:** No. Yes.

Please note that these require extra insurance and must be approved by the Hall Manager prior to event as it may reduce the number of attendees allowed in the facility and also must meet our current site dimensions.

**Other Rental Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix 1 "Continued"

<b><u>Room Requested.</u></b>	<b><u>Rental Rate</u></b>	<b><u>Number of Hours</u></b>	<b><u>Type of Event</u></b>
Entire Hall	Hourly:		
Meeting Room Only	Day:		
	Weekend:		
Entire Hall	\$		
Meeting Room only	\$		
Community League Member Discount (Membership # _____)			
<b>Additional Time (set up)</b>			
<b>Damage Deposit Full Hall</b>			\$1000.00
TOTAL RENTAL FEE – Due 30 Days Before Event			\$
<b>TOTAL</b>			

All amounts due may be paid by e-transfer, cash, cheque or bank draft / Money Order payable to **LA PERLE COMMUNITY LEAGUE**. Personal cheques will only be accepted 30 days prior to event.

E-transfer can be sent to payment@lpcl.ca

- ✓ Damage Deposit Received: \_\_\_\_\_
- ✓ Rental Fee Received: \_\_\_\_\_
- ✓ Certificate of Insurance Received: \_\_\_\_\_
- Insurance Company: \_\_\_\_\_
- Policy Number: \_\_\_\_\_
- ✓ Liquor License or Special Event License (If Applicable):
- Name on Liquor License: \_\_\_\_\_
- Liquor License Number: \_\_\_\_\_
- ✓ Keys Picked Up

This information is being collected in accordance with 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 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 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.



## Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

**Between:**

La Perle Community League  
(hereinafter referred to as "THE COMMUNITY LEAGUE")

-and-

\_\_\_\_\_  
(Hereinafter referred to as "THE RENTER")

THE COMMUNITY LEAGUE owns and operates a Community League Hall, located at 18611 97A Avenue, Edmonton, Alberta

-and-

THE RENTER wishes to use the premises for the purposes described in Appendix 1 on the following date:

\_\_\_\_\_ 202\_\_.

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

### **TERMS**

1. THE RENTER agrees to pay the rental fee indicated in Appendix 1 to THE COMMUNITY LEAGUE for the use of the premises for purposes noted in Appendix 1 at least 30 days prior to the event. The RENTER agrees to pay THE COMMUNITY LEAGUE an additional rental rate of \$50.00 for every hour of occupancy before or after the expiry of the rental period stated in Appendix 1.
2. THE RENTER agrees to pay to THE COMMUNITY LEAGUE a damage deposit as indicated in Appendix 1. After a satisfactory inspection of the facility by THE COMMUNITY LEAGUE they will return the damage deposit to THE RENTER within 30 days of the date of the event less any charges incurred during the time the RENTER had access and use of the premises, grounds, and parking lot.
3. Event cancellations must be made in writing or by email to THE COMMUNITY LEAGUE'S Facility Manager. If THE RENTER cancels this agreement more than forty-five (45) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made forty-four (44) days or less prior to the event date will receive a partial refund of their damage deposit in the amount of \$750. If for any reason THE COMMUNITY LEAGUE is unable to honour a booking, all monies paid will be fully refunded to THE RENTER.
4. THE RENTER acknowledges that THE COMMUNITY LEAGUE is under 24-hour video surveillance both inside and outside the facility and is also under AGENT status with the Edmonton Police Service. Pictures and or video will be taken/reviewed/shared of any damage or incidences that have occurred inside the facility or immediate vicinity. At no time may the cameras be covered; this is for your security and ours.
5. THE RENTER acknowledges that THE COMMUNITY LEAGUE is a non-smoking facility. The use of E-cigarettes (Vaping) has also been banned from this facility. If anyone is found smoking inside the facility, the damage deposit will be forfeited by THE RENTER. Common courtesy is expected for those who smoke outside the building. Please refrain from extinguishing cigarette butts on the property.
6. THE RENTER acknowledges that there will be no deep frying or "major" cooking allowed in the hall as we simply do not have a valid Food Permit from the City of Edmonton. Our kitchen is for re-heating purposes only. At no time are propane tanks allowed inside the building. No briquette BBQ's.

7. The RENTER agrees that no Duct tape, double sided tape, hot glue guns, staple guns, shall be used on the floors or walls of the hall. Furthermore, no Glitter, sparkles, confetti or smoke machines will be used inside the facility. Any and all decorations can be secured to our sound boards with Straight sewing pins. Tacks will not hold anything of significant weight.
8. THE RENTER agrees to clean the premises, to our satisfaction, at the end of the rental period as outlined in Schedule B. If THE RENTER fails to comply, THE RENTER agrees that THE COMMUNITY LEAGUE may deduct the cost of re-cleaning from the Damage deposit. Cleaning by THE COMMUNITY LEAGUE will be charged at a rate of \$100.00 per hour. Video footage will be used for review.

## **DAMAGE**

9. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their use of the premises. The damage deposit will be held until an inspection of the premises is completed by THE COMMUNITY LEAGUE following the event. THE RENTER's liability under this clause may not be limited to the damage deposit and the RENTER will be responsible for any costs over and above the amount of the damage deposit.
10. THE COMMUNITY LEAGUE shall not be responsible for any loss, damage or injury which may be incurred by any person during the rental period. THE RENTER shall indemnify and save harmless THE COMMUNITY LEAGUE, its representatives, the Edmonton Federation of Community Leagues and the City of Edmonton from any and all liability including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility.

## **GUESTS**

11. THE RENTER assumes full responsibility for the conduct of all guests at the hall (maximum of 150) and will ensure that orderly conduct is maintained both inside and outside the hall. **At no time shall alcohol be consumed on City Property. Please be respectful of our neighbours and keep music noise to a minimum.**
12. THE COMMUNITY LEAGUE or its designate reserves the right to refuse entry to the premises or to require the removal from the premises of any person who, in the opinion of a representative of THE COMMUNITY LEAGUE, is likely to cause damage to the property of THE COMMUNITY LEAGUE or injury to others.

## **INSURANCE**

13. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises in a minimum amount of \$2,000,000. Your insurance should cover your access to the hall at all times. IE: Friday 6:30 pm – Sunday 2:00 pm. The policy should name THE LA PERLE COMMUNITY LEAGUE as an additionally insured party. Policies shall be in a form and with an insurer acceptable to THE COMMUNITY LEAGUE. THE COMMUNITY LEAGUE hall will not be available until a valid Certificate of Insurance is received. To obtain liability insurance, please visit [www.nfp.ca](http://www.nfp.ca) or Duo Insurance (both can be purchased online) under Facility and Event Insurance. Insurance must be in accordance with the # of guests anticipated and if alcohol is being served or not. Note that Inflatables require extra insurance and is only available from NFP.
14. THE RENTER will ensure that all third-party contractors and/or service providers (caterers, inflatables, etc.) also provide proof of coverage to the same requirement as THE RENTER.

## **LICENSING**

15. THE RENTER will ensure compliance with the conditions of their AGLC liquor license or special event license. This license will be posted in the area where alcohol will be dispensed. Anyone serving alcohol shall have a proper and valid pro-serve license.

## **OTHER**

16. THE RENTER will ensure compliance with all municipal and provincial bylaws.
17. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.

18. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual. All alcohol must be consumed prior to the 2 AM Closing time. Last call shall be at 1:00 AM
19. THE RENTER will set the alarm during periods when no one is present in the building. At the end of the rental period THE RENTER will ensure all doors in the facility are securely locked, set the alarm, lock the door and drop the keys in the front secure mailbox.

Upon any violation of this agreement by THE RENTER, who will be in attendance during the entire event, as to the stated purpose of this event, this agreement will be deemed null and void, and the entire Damage deposit will be forfeited. Further, the event may be cancelled or ordered to cease, at the discretion of THE COMMUNITY LEAGUE Hall Rental Coordinator or Designate, without refund of the damage deposit or rental fee. If THE COMMUNITY LEAGUE has Agent Status, that Designate may also be a member of the Edmonton Police Service.

By signing this rental agreement, the renter recognizes and assumes all risks specific to organizing this event and activities.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event, and did receive a duplicate copy of this agreement this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS AGREEMENT EXECUTED on behalf of:

LA PERLE COMMUNITY LEAGUE

RENTER

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

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

Hall Contact: \_\_\_\_\_

Print Name: \_\_\_\_\_

*(Where THE RENTER is an organization, the signature must be that of an authorized signing officer of that organization)*

**ATTACHMENTS**

- Schedule A Facility Check In Report
- Schedule B. Cleaning Checklist, Cleaning Directions / Cost Breakdown
- Schedule D La Perle Community Hall Security Entrance Instructions (At time of Key exchange)

**Schedule A Part 1 Facility Check In Report**

***Conditions of Hall/Equipment Prior to Rental.***

**Kitchen**

- Stove Top and Burners Clean
- Oven Clean
- Counter Tops Clean
- Sinks / Taps Clean
- Cupboards clean and free of spills/splatter
- Fridge clean
- Floors Clean and Swept
- Microwave clean
- Garbage Cans Empty with new bags

**Hall & Main Entrance**

- Floors swept and clean and free of scuff marks/tape
- Front Carpet Vacuumed
- Bulletin Board clear of any damage
- Front and interior doors operational
- Floors clear of major scratches
- Display cabinet glass clean and free of fingerprints
- Walls clean and free of spills
- Wall and Ceiling soundboard's clear of any debris
- Ceiling Fans operational
- Security Cameras operational

**Table and Chair Room**

- Chairs Stacked 50 per dolly
- All Rectangle tables clean and stacked lengthwise in brown dolly 11 in yellow dolly /rest on top.
- Round Tables Clean and 12 in Brown Dolly

**Outdoor AREAS surrounding hall**

**Front Entrance / Patio / Garbage Area / Parking Lot**

- Ashtray clean     No litter     Garbage put in bins     No Litter/glass in parking lot

\*\*\*Please adhere to the Decorations portion of the agreement. No confetti/glitter/sparkles are permitted. No Open Flamed Candles. No tape, tacks, sticky tape allowed on walls, floors or on soundboards. Straight sewing pins only on the sound boards. Helium Balloons **must** be tied down at all times. If using tape on bare walls – please use Painter's tape.

**Make note of any significant Pre- Existing Damage:**

- Dent in lower portion of 2<sup>nd</sup> soundboard on North wall
- Tears in the lower portion of the soundboards <south wall (8) NE Wall (1) North Wall (1)
- Stains (2) on the South soundboards

I hereby agree with the above-noted report regarding the condition of La Perle Community League Hall on (date)

\_\_\_\_\_ prior to the event.

\_\_\_\_\_  
Facility Manager (print name)

\_\_\_\_\_  
Renter (print name)

\_\_\_\_\_  
Facility Manager (signature)

\_\_\_\_\_  
Renter (signature)

## **Schedule B      Cleaning checklist:**

**Please look over the checklist to ensure you have completed the following otherwise deductions from your damage deposit will follow if a staff member has to perform these duties at the rate of \$100.00/hour.**

*The COMMUNITY LEAGUE will supply: Garbage bags, Dish soap, Dish cloths, Toilet paper, paper towels, Tea Towels, Broom, dust mops, Floor soap, mops, mop buckets, toilet bowl cleaner, Windex, Table cleaner (Sanitizer) and Hand Sanitizer.*

*All cleaning supplies can be found in the maintenance room. Follow floor-washing instructions posted in the maintenance room.*

### **Kitchen**

- Stove Top & Burners Clean (do not use self-clean)
- Oven Clean (Wipe up any spills)
- Counter Tops Clean and no scratches
- Sink/Taps Clean & Operational Drains not clogged
- All Facility bowls/trays /dishes /utensils clean and put away
- Fridge empty and clean
- Floors Clean, Swept and mopped
- Microwave clean
- Hood Fan clean and operational
- Garbage Cans Empty with new bags

### **Hall & Main Entrance**

- Floors swept, mopped and clean and free of scuff marks / tape
- Front Carpet Vacuumed
- Bulletin Board clear of any damage
- Front and interior doors operational
- Floors clear of major scratches and scuff marks
- Display cabinet glass clean and free of fingerprints
- Walls clean and free of spills
- Wall and Ceiling soundboards clear of any debris and/or damage
- Ceiling Fans operational
- Security Cameras operational

### **Maintenance Room, Meeting Room & Washrooms**

- Garbage Cans Empty with new bags
- Security Cameras operational
- Mops rinsed and hung, brooms hung
- Bathrooms Clean, Toilets clean, flushed and operational
- Floors swept and mopped if needed
- Baby Change Station clean and operational
- AED is in working condition (no damage)

### **Outdoor AREAS surrounding Facility Front Entrance / Patio / Garbage Area / Parking Lot**

- Ashtray area clean and cigarette butts picked up
- No litter / broken glass
- Garbage placed IN Garbage dumpster

**All garbage removed \_\_\_\_\_ and put in dumpster \_\_\_\_\_ All lights off \_\_\_\_\_ (the front entrance light remains on)**

**All doors locked \_\_\_\_\_ East Door (ensure the latch is engaged), West Door and Main Hall Door and doors between meeting room and main hall is locked. Security System armed \_\_\_\_\_ Keys are returned in mailbox \_\_\_\_\_**

**Roll up doors in Kitchen and Bar area are closed and locked \_\_\_\_\_**

**Failure to comply with the duties and responsibilities listed above may result in the RENTER forfeiting a portion or ALL of the damage deposit as determined by the La Perle Community League**

### **Washrooms**

- Floors have been mopped
- Counter Tops Clean
- Fixtures Clean
- Mirrors Clean
- Fixtures undamaged/operable
- Sink/Taps Clean and off
- Toilets / Urinal clean, flushed and operational.
- Garbage Cans Empty with new bags
- Toilet paper & paper towel dispensers operational
- Lights off

### **Bar Area**

- Coffee Maker operational empty & off
- Cooler Empty & Clean
- Freezer Empty & Clean (left over ice is fine)
- Counter tops wiped and clean
- Garbage Cans Empty with new bags
- Floors have been swept and mopped
- Trolley cart operational

### **Table and Chair Room**

- Chairs Stacked properly (50 per dolly)
- All Rectangle tables clean and stacked 13 lengthwise in brown dolly and 11 in yellow dolly (Remainder stacked on top of tables in brown dolly)
- Round Tables Clean 12 stacked in brown dolly

## Schedule B      Cleaning Directions and Cost Breakdown

Please have consideration for the next renter that may be in the next day and leave the facility in the condition of which you received it. Failure to comply with the duties and responsibilities listed below may result in the RENTER forfeiting a portion or ALL of the damage deposit as determined by the La Perle Community League.

An hourly rate of \$100.00 will be deducted from the Renter's damage deposit, if the cleaning staff has to re-clean except where listed below. (Highlighted)

In the Maintenance room you will find cleaning supplies, mops, buckets, brooms, Tennis Ball (Scuff remover) and dustpan and vacuum; as well as garbage bags, Windex, Table/Chair/Counter cleaner. Under the kitchen sink you will find dish drainers and dish soap. **Do not** use the self-cleaning mode on the oven (staff will look after that as it takes 4 ½ hours to complete). Please leave our utensils, dishes and dishtowels (dirty dishtowels can be left in the bar sink). Please remember to take your own items home with you. Unless marked for regular renting groups. Food items will be removed from the cupboards and refrigerator; so please do not leave them here for the next function.

- **TABLES AND CHAIRS:** Tables and chairs must be washed and wiped down and stacked 50 per dolly in the far storage room area. Rectangle **Tables** fit 13 to a brown dolly and 11 in the yellow dolly – please stack the remainder on top of the brown dolly. Round tables fit 12 in the other brown dolly. There will be a **\$50.00 re-stacking fee** deducted from the Renter's damage deposit if restacking or rewashing is needed.
- **KITCHEN:** All counters must be wiped down and clean. Any spills in the microwave or fridge should be cleaned up. Any spills/splashes on cupboards (check under the cupboards as well) shall be wiped up. The sink shall be wiped out and taps wiped clean, drains free of any debris – we do not have a garburator. Floors must be swept and mopped. Garbage cans empty and replaced with new bags. Hood fan wiped clean. If using our tea towels, please leave them in the bar sink. We will wash. Do not operate the self-clean mode on Oven. Please wipe out as best you can.
- **BAR AREA:** Cooler should be wiped down, as well as counter tops. Floors swept and mopped. If any spills occurred, please wipe down the front of the cabinets. If coffee maker is used, please ensure that the grounds have been disposed of and the machine is powered off. Please do not leave coffee decanters on the burners. Please remove all items from the freezer. **Failure to turn the coffee maker and burners off could result in a fire if left on. A \$25.00 charge** will be deducted from the damage deposit if left on.

### MAIN HALL

- **Floors must be swept and mopped before you leave.** There are mops and cleaners provided for you in the Maintenance Room. All **scuff marks** need to be removed with the Tennis Ball attached to a stick in the Maintenance Room. Sweep floor first with the large sweeper and use the small broom and dustpan to pick up debris. To mop: We have two mops and two mop buckets. Please use **cold water**, and 2 pumps of soap in the mop buckets. To mop the floor properly and for the floor to be noticeably clean the water should be changed **at least 4 times**. Dirty water will ultimately dry and leave a dirty looking floor also too wet of a mop will result in pooling and will dry dirty (ring out the mop so it is damp when you mop). For one person to mop the floor, it takes approximately an hour and a half at least depending on how dirty the floor actually is. Any **major scrapes or scuff marks** on the floors will be subject to a deduction determined by the La Perle Community League. **NOTE: WHEN WASHING THE FLOOR START AT THE EAST END OF THE HALL WORKING TOWARDS THE WEST END OF THE FACILITY. DO NOT ALLOW GUESTS TO WALK OVER THE WET FLOOR AS THIS RESULTS IN FOOTPRINTS AND THE FLOOR LOOKING AS IT HAS NOT BEEN MOPPED AT ALL. We suggest that you wash the floor last -**
- **All decorations must be removed.** As per decorations in the contract – no confetti, sparkles or glitter may be used inside the hall as these are extremely difficult to sweep or vacuum up. Failure to abide by the decoration portion of the contract will result in a minimum **\$100.00 deduction** from the damage deposit. Any helium balloons that have floated to the ceiling will result in a charge of \$10.00 per balloon to be removed. A charge of \$100.00 will result if any helium balloon is tangled in a ceiling fan.
- **Walls** – please ensure that all spills/splashes etc., are wiped clean on walls, door frames etc.
- **BACK MEETING ROOM** - If used, tables and chairs must be wiped down, floor swept and mopped.
- **FRONT ENTRANCE:** The carpet must be vacuumed. All decorations must be removed.
- **BATHROOMS:** Wipe down counter tops, taps and sinks. Clean toilets / Urinal (toilet bowl cleaners can be found beside the toilets and cleaner in the maintenance room). Sweep and mop floors. If mirrors are dirty, please clean. Please remove the garbage from cans and replace with new bags. Please turn the lights out when finished.
- **Baby Change Station:** Please wipe down and ensure station is clean for the next user. All soiled garbage needs to be removed.
- **GARBAGE:** Please remove all garbage from hall and replace the garbage cans with new bags, which are located in the Maintenance room. There will be a **\$30.00 fee** deducted from the Renter's damage deposit if that staff has to remove it afterwards. Garbage must be put in the blue dumpster in front of the hall. The key to the padlock is on the keys that were given to you. Please make sure garbage is put **INSIDE** the bin, not beside or on top of the dumpster. A rate of **\$75.00** will be deducted from the Renter's damage deposit, if a staff member has to sweep or pick up any garbage, glass, scattered around the parking lot. **Please relock the padlock on the dumpster when you are finished**
- There is an ashtray provided outside the front door. If cigarette butts have to be picked up off the ground a **\$25.00** charge will be assessed.
- **There is absolutely no smoking in the hall, including e-cigarettes. Failure to comply will result in the loss of the entire Damage Deposit.**
- All lights must be off when you leave the building (The light at the front entrance stays on 24/7) Front door and Back door heaters must be off.
- **ALL exterior doors must be locked.** If patio door is used, please ensure both latches are engaged. Failure to check each door to ensure they are locked will result in a **\$100.00** charge against the Renter's damage deposit. Should doors not be locked; the renter will be responsible for any and all damage caused by another individual that gained entrance to the hall due to the renter's neglect.
- **Alarm must be set.** Failure to set the alarm after your function is over will result in a **\$100.00** charge that will be deducted from the Renter's damage deposit. If the alarm is triggered, and the security company is called out, and is a FALSE alarm, due to the neglect of the Renter locking doors, or left behind balloons, there will be a **\$75.00** charge deducted from the Renter's damage deposit to cover the invoice billed to La Perle Community League from the security company. Keys and Fob will be dropped into our secure mailbox (front of the facility) at the end of the rental period.



