



# Grassland Agricultural Society Hall Rental Agreement

## 1. Renter Information

|   |  |
|---|--|
| Name:                                     |  |
| Organization/Group:                       |  |
| Address: City, Province,<br>Postal Code   |  |
| Email:                                    |  |
| Phone Number:                             |  |
| Date of Function:                         |  |
| Event Caretaker Name:<br>Ag. Society Rep. |  |
| Ag. Society Rep. Contact<br>Info:         |  |
| Maintenance issues with<br>hall contact:  | Terry Coverly: 780-525-2530 or<br>Dennis Pysyk: 780-628-7171 |
| Rental Rate + GST:                        |  |

## 2. Deposit

A booking deposit of \$200 is required for all booking contracts and will be deducted from the final total. **Make cheque payable to Grassland Agricultural Society or E-transfer to [grasslandagsociety@gmail.com](mailto:grasslandagsociety@gmail.com)**

## 3. Cancellation

The booking fee is non-refundable and will be retained if the event is cancelled.

## 4. Damage Deposit

A damage deposit of \$500.00 shall be paid in full at the time of the signing of this agreement and before the keys will be released to the renter

**5. Reasons why damage deposit would be retained** are as follows:

- a) Smoking in any area of the building.
- b) Loss of keys (requires new lock installation).
- c) Damage to hall and/or contents. (If damage does occur, check rider on personal home policy for liability and other insurance coverage.)
- d) Loss of hall contents.
- e) Not following decorating rules (attached to this rental agreement).
- f) If extra janitorial hours are required to cleanup after. I.e. decorations.
- g) Failure to fulfill obligations and responsibilities of rental agreement.

**Any Item removed or damaged from the kitchen, bar or any other area of the Community Centre that exceeds the value of the Damage Deposit will be billed back the the renter.**

**6. Renter Responsibilities**

The renter assumes full responsibility for the facility and any damages which occur during usage as well as all costs of repairs or replacement of lost or damaged items.

- a) Turn off lights and equipment after use. The renter will not remove any equipment, dishes or otherwise from the premises.
- b) The renter is responsible for properly securing and locking the facility after the function.
- c) Adequate supervision is to be provided by the Renter at all times with respect to the following:
- d) Not allowing attendance of individuals who are conducting themselves in as inappropriate manner.
- e) Detaining or removing (from the facility) individuals conducting themselves in an inappropriate manner.
- f) Ensuring all conditions outlined in the Rental Agreement(s) are maintained.
- g) Request assistance from RCMP as deemed necessary.
- h) Keep fire exits clear at all times.
- i) Keeping doors closed at all times allowing the air conditioning system for work properly and efficiently.
- j) Complete a thorough facility check to ensure everyone has exited prior to lockup.

## 7. License, Insurance and Liability

Liquor License shall be the sole responsibility of the Renter. It must be obtained prior to your event; visit [aglc.ca](http://aglc.ca) event license to apply, pay and print your license. A copy of the license **must be provided** upon key pickup and is to be posted in the bar during the event.

## Host Liquor Liability and Commercial General Liability

Proof of both must be provided when picking up the key(s) to the facility. (Minimum required coverage of \$2,000,000 liability.)

## Liquor Control Act

Liquor control act regulations, amendments and conditions pursuant to the Alberta Liquor Control Board Regulations shall be strictly enforced. No liquor to be served to minors.

## 8. Decorations

- a) Table and free-standing decorations ONLY.
- b) Chandelier must not be touched.
- c) **Absolutely No decor on the walls** except for the existing wall hooks.
- d) **Absolutely No** flame candles, straw or use of dry ice/fog machine.
- e) Absolutely **No** confetti is to be used.
- f) Absolutely nothing hanging from the stage ceiling.
- g) The use of duct tape of the floors, walls or any surface is strictly prohibited.

An automatic \$250 charge (Min/occurrence) will be deducted from the damage deposit for failing to comply with the above.

## 9. Cleaning Obligations

- a) **Clean up** spills, broken items and broken glass immediately. Mop the floors of any spills and/or dirt.
- b) **Garbage** from all areas is to be picked up and placed in the outside garbage dumpster.
- c) **Liquid Waste** is to be poured into pails from the kitchen, then poured into the mop sink or best alternative drain. No liquid waste is to be placed in the garbage bags.
- d) **Tables and Chairs** are to be wiped clean.
- e) **Bathroom garbage** is to be collected and placed in the outside dumpster. Flush toilets.

- f) **Foyer and Coat Room:** remove any unclaimed item.
- g) **Coolers/Fridges** are to be emptied and wiped down of any spills. Wash counters and sinks.
- h) **Kitchen** must be properly cleaned. Renter is responsible for washing and putting away dishes, pots and pans, coffee pots, etc., washing and sanitizing counter tops, stainless steel workstations, carts, tables, sinks, griddles, stoves, ovens etc.
- i) **Towels/Aprons** are to be placed in the hamper basket for cleaning.

## **10. To Do List** ( at the end of your function)

### **Kitchen:**

- Leave the large cooler door open.

### **Shut Off:**

- Light in walk in cooler (switch outside cooler by door)
- Walk in cooler cooling system (switch in cooler)
- All stoves and burners (each stove and burner has its own dial, the convection ovens each have their own off switch.
- Exhaust fan (switch in left wall of stoves)
- Shut off lights (switch is inside kitchen by serving window)
- Warming oven

### **Bar:**

- Leave large cooler door open

### **Shut Off:**

- Ice Machine (switch in wall above ice machine at back in bar)
- Bar lights and fan control switches for the main (centre) area of the building.

## **Declaration**

During the use and occupancy of the Grassland Community Centre, the renter will indemnify and save harmless the Grassland Community Centre from and against any and all liability whatsoever resulting from occupation or the acts of it or its associates, agents, employees or works.

**I/We have read and agree to the terms outlined in the rental agreement of the Grassland Community Centre from Grassland Agricultural Society under the terms and conditions listed in the Agreements and Appendix's therein.**

**I/We further acknowledge receipt and delivery of a copy of the rental agreement. The Renter acknowledges that this rental agreement form constitutes an agreement between the rental party and the Grassland Agricultural Society.**

**By signing this agreement, I do hereby acknowledge that I have read and fully understand the contents of this agreement.**

|   | Name | Signature | Date |
|---|------|-----------|------|
| Grassland<br>Agricultural<br>Representative |      |           |      |
| Renter(s)                                   |      |           |      |

- \* Copy of Host Liability Certificate
- \* Copy of Liquor License