

Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this _____ day of _____, 20____ A.D.

Between:

The Ridge Community League
(hereinafter referred to as "THE RIDGE COMMUNITY LEAGUE")

-and-

(hereinafter referred to as "THE RENTER")

THE RIDGE COMMUNITY LEAGUE owns and operates a Community League Centre, located at 2111 Haddow Drive, Edmonton, Alberta

-and-

THE RENTER wishes to use the premises for the purpose(s) described below.

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

TERMS

1. THE RENTER agrees to pay the rental fee indicated below to THE RIDGE COMMUNITY LEAGUE for the use of the premises for purposes as noted below.
2. Event cancellations must be made in writing to THE RIDGE COMMUNITY LEAGUE Hall Rental Coordinator. If THE RENTER cancels this agreement more than fourteen (14) days prior to the event date, THE RENTER will receive a full refund of fees paid. Cancellations made fourteen (14) days or less prior to the event date will receive a refund of their damage/cleaning/fob deposit but NO refund of the Rental Fee. If for any reason THE RIDGE COMMUNITY LEAGUE is unable to honour a booking, all monies paid will be fully refunded to THE RENTER.
3. THE RENTER agrees to pay to THE RIDGE COMMUNITY LEAGUE a damage/cleaning/fob deposit as indicated below. THE RIDGE COMMUNITY LEAGUE will return the deposits to THE RENTER within 30 days of the date of the event, or within 30 days of the termination of this rental agreement, minus any applicable deductions.
4. Any booking that goes over the allotted booking time (as determined by the security system) will be charged an additional \$25 for every 15 minutes over the allotted time. This fee will be deducted from the damage deposit.

CONDITION OF PREMISES

5. THE RENTER agrees to clean the premises at the end of the rental period as outlined in Appendix 1. If THE RENTER fails to comply, THE RENTER agrees that THE RIDGE COMMUNITY LEAGUE may deduct the cost of cleaning from the Damage deposit. Cleaning by THE RIDGE COMMUNITY LEAGUE will be charged at a rate of \$100.00 per hour. (minimum ½ hour increments)

DAMAGE

6. THE RENTER agrees they are responsible for the cost of replacing or repairing any damage done to the property or the facility during their occupation of the premises. The damage deposit will be held until an inspection of the premises is completed by the Ridge rental agent following the event. THE RENTER's liability under this clause may not be limited to the damage deposit.
7. THE RIDGE 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 THE RIDGE COMMUNITY LEAGUE against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

GUESTS

8. THE RENTER assumes full responsibility for the conduct of all people at the hall and will ensure that orderly conduct is maintained both inside and outside the hall.
9. THE RIDGE 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 RIDGE COMMUNITY LEAGUE, is likely to cause damage to the property of THE RIDGE COMMUNITY LEAGUE or injury to others.

****INSURANCE**

10. THE RENTER shall maintain third-party liability insurance against claims for death, personal injury, and property damage on the premises, in an amount not less than \$2,000,000. **The policy should name THE RIDGE COMMUNITY LEAGUE as an additional insured.** Policies shall be in a form and with an insurer acceptable to THE RIDGE COMMUNITY LEAGUE. THE RIDGE COMMUNITY LEAGUE hall will not be available until a valid Certificate of Insurance is received. Insurance must be received at least 48 hours before the rental or the rental will be cancelled.
11. 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

12. 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.

OTHER

13. THE RENTER will ensure compliance with all municipal and provincial bylaws. The damage deposit will not be refunded if smoking/cannabis/vaping use occurs inside the facility.
14. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
15. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
16. Upon any violation of this agreement by THE RENTER as to the stated purpose of this event, who will be in attendance, or the consumption of alcohol, 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 RIDGE COMMUNITY LEAGUE Hall Rental Coordinator or Designate, without refund of the rental fee. THE RIDGE COMMUNITY LEAGUE has Agent Status, so that Designate may also be a member of the Edmonton Police Service.
17. The Ridge Community Centre is NOT to be used as a gymnasium for sports. Please refrain from bouncing, kicking or throwing balls, shooting pucks/balls or any other such activity that may damage the facility.

Event Date: _____

Name of Renter/Organization: _____

Contact Cell Phone: _____

Contact Email: _____

Address of Renter: _____

On-Site Contact (if not same as above): _____

On-Site Contact Cell: _____

On-Site Contact Email: _____

Driver's License Number or Government Issue ID Number: _____

Please Note: 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 or disclosure of the personal information provided on this form, contact THE RIDGE COMMUNITY LEAGUE, or the Edmonton Federation of Community Leagues.

Event Set-Up Start Time: _____

Event Start Time: _____

Event Finish Time: _____

Event Clean-Up Finish Time: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy is 80)

Is Alcohol being served? No Yes

Is Food being served? No Yes

Is Admission being charged? No Yes

Will Security be present? No Yes

(If yes, please provide the security company name and contact number): _____

Room Requested	Room Cost Per Hour	Number of Hours	Total
Multipurpose room	\$50		
Total			\$
TOTAL RENTAL FEE – Due 14 Days Before Event			\$
Damage Deposit			\$500
Key/FOB Deposit (will be forfeited if not returned when premises are vacated)			\$100
Cleaning Deposit (cost of cleaning to be deducted if not in original condition)			\$300
TOTAL DEPOSITS – Due 48 hours before rental			\$

All amounts due may be paid by

- e-Transfer: Rental fees to rentals@theridgeonline.ca
Deposits to deposits@theridgeonline.ca
- cash
- cheque payable to **THE RIDGE COMMUNITY LEAGUE**
- certified cheque or bank draft payable to **THE RIDGE COMMUNITY LEAGUE**

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: _____

Key/Fob Picked Up FOB # _____

I hereby acknowledge that I have carefully read the above, understand and agree to the terms and conditions of rental, and assume full responsibility for this event.

THIS AGREEMENT EXECUTED on behalf of:

THE RIDGE COMMUNITY LEAGUE

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

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