

The Ridge Community League Hall Rental Agreement

THIS RENTAL AGREEMENT made this _____ day of _____, 20_____

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 confirms that they are a Ridge Community Resident, living in Haddow, Falconer Heights or Henderson Estates. The renter will provide a utility bill or other form of confirmation of address.
2. 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.
3. 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 deposit but NO refund of the Rental Fee (including the rental hold 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.
4. THE RENTER agrees to pay to THE RIDGE COMMUNITY LEAGUE a damage/cleaning 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.
5. The minimum booking time of the facility is three (3) hours (including set-up and cleaning). The facility may be booked until 11:00pm MST (including cleaning time). 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/cleaning deposit.

CONDITION OF PREMISES

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

DAMAGE

7. 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/cleaning 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. The use of tacks or non-painter's tape on the walls will be considered damage to the walls.

8. 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 and the City of Edmonton against any claim which may arise as a result of the rental, made by any person for loss, damage or injury.

GUESTS

9. 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.
10. 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

11. 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 will name THE RIDGE COMMUNITY LEAGUE and the City of Edmonton as an additional insured parties.** 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 2 weeks before the rental or the rental will be cancelled.
12. THE RENTER will ensure that all third-party contractors and/or service providers (eg; caterers, etc.) also provide proof of coverage to the same requirement as THE RENTER.

LICENSING

13. 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

14. THE RENTER will ensure compliance with all municipal and provincial bylaws. Smoking and vaping is not permitted inside the facility and is not permitted within 10 meters of a doorway, window or air intake. Cannabis usage is not allowed anywhere on the premises. The damage/cleaning deposit will not be refunded if smoking/cannabis/vaping use occurs inside the facility.
15. The premises of Ridge Community League are equipped with 24-hour video surveillance cameras. The RENTER acknowledges that these cameras are recording at all times.
16. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
17. The Rental Agreement, the Certificate of Insurance, and the AGLC Liquor License or Special Event License must all be issued to the same individual.
18. 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/cleaning 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.
19. The Ridge Community Centre is NOT to be used as a gymnasium for sports. Inflatables (eg; bouncy castles) are not allowed to be used in the facility. Please refrain from bouncing, kicking or throwing balls, shooting pucks/balls or any other such activity that may damage the facility.

EVENT DETAILS

Event Date: _____

Name of Renter/Organization: _____

Contact Cell Phone: _____

Contact Email: _____

Address of Renter: _____

Ridge Community League Membership # _____

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 Start Time: _____

Event Finish Time: _____

Type of Event: _____

Number of Attendees: _____ (Maximum Occupancy is 100)

Is Alcohol being served? (incl BYOB) No YesIs Food being served? No YesIs Admission being charged? No YesWill Security be present? No Yes

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

RENTAL SUMMARY

Room Requested	Room Cost Per Hour	# of hours (min 3 hours)	Total
Multipurpose room	\$50		\$
Utilize the following equipment:			
Tables and chairs <input type="checkbox"/>	Audio-Visual System <input type="checkbox"/>	Speakers <input type="checkbox"/>	
TOTAL RENTAL FEE – due 2 weeks before event			

Rental Fees may be paid by cash, certified cheque, bank draft or e-transfer to rentals@theridgeonline.ca

Damage/Cleaning Deposit	\$900
DAMAGE/CLEANING DEPOSIT – Due 48 hours before event	

Damage/Cleaning Deposits may be paid by cash, certified cheque, bank draft or e-Transfer to deposits@theridgeonline.ca

RENTER CHECKLIST

Rental Agreement	Due at time of booking
Rental Fees:	
Rental Hold of \$100 (applied to total rent owing)	Due at time of booking
Remaining Rent	Due 2 weeks prior to event
Insurance	Due 2 weeks prior to event
Liquor License (if applicable)	Due 2 weeks prior to event
Damage Deposit of \$900	Due 48 hours prior to event

RENTER ACKNOWLEDGEMENT

I hereby acknowledge the following: (Please check each box to confirm)

- I understand there is no smoking or vaping within 10 meters of the building and no use of cannabis
- I understand that the premises uses surveillance cameras inside/outside the premises
- I understand and agree to comply with the clean-up requirements listed in Appendix A

- 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)

APPENDIX A - CLEAN-UP REQUIREMENTS

Renters are required to perform their own set-up and clean-up as per the requirements listed below. Clean-up must be completed immediately after the event and inside the agreement timeframe. Cleaning supplies, including dry mops, are found in the storage room and a wet mop/bucket are in the utility room.

Failure to comply with these guidelines will result in charges being assessed against the damage/cleaning deposit as per this Agreement.

Tables and Chairs.

- Wipe tables and return to carts.
- Fold chairs and stand 10 per cart.
- If any chairs have spills on the fabric or damage, please leave them to the side in the storage room.

Floors.

- Before sweeping, spot wipe any spills or sticky spots.
- Sweep floors with a large dry mop (in storage room). Vacuum head of dry mop when finished.
- Wet mop floors (not just spot cleaning). Bucket and mops are located in the utility/Zamboni room. The sink for filling and emptying the bucket is in the utility room. Floor cleaner is located on the bottom shelf of the supply cabinet in the storage room. You must put some pressure on the mop to get a good clean!
- Rinse out mop heads and hang to dry over the mop sink in the utility/Zamboni room.

Walls

- Remove your decor or posters and any left-over painter's tape from the walls and wipe away any residue left behind.

Bathrooms

- Ensure toilets are flushed.
- Sinks and toilets are to be left clean.
- Sweep and mop floors as necessary.

Kitchen (if used)

- Wipe counters and sink.
- Clean up any spills in fridge/stove/microwave.
- Ensure no items left in dishwasher.
- Sweep and mop floor as necessary.

AV Equipment – speakers, projector (if used)

- Turn off power and put equipment away.
- Ensure all cords, and 2 remotes are in the container and the container is on the cart in the storage room.
- Microphone, microphone cable, HDMI cord for Windows and HDMI cord for Macs must be checked in with rental manager or designate.

Garbage

- Pick up the garbage around outside of the hall, resulting from your event.
- Bag garbage and recyclables and leave them in the Utility/Zamboni room beside the Kitchen. Extra garbage bags are in the cabinet in the storage room.
- Bottle/cans for deposit may be taken or left in the utility storage room.