

Ardmore Hall Rental Contract

Please submit contract by e-mail to **ardmoresociety@gmail.com**

Box 142, Ardmore AB, T0A 0B0, 780-826-2449

Lessor: Ardmore Community Society **GST#123481699RT0001**

Rental Contract is a mutual agreement between THE LESSOR and THE LESSEE.

THE LESSEE's information - (Please Print)

DATE REQUIRED: _____

TIME OF EVENT: from: _____ am/pm to _____ am/pm

TYPE OF EVENT: _____

Will you require Hall set-up Yes No if Yes, reimbursement to Ardmore Community Society for charges incurred.

Desired key pick-up date _____

Will you require the use of the Kitchen Yes, No use of what portion _____?

Number of Occupants Expected _____

RENTAL FEES

PLEASE NOTE: Remember to include GST on your e-transfer or cheque, GST is noted below. GST#123481699RT0001

☐ *Hall Rental ½ day (4 hours or less)*

W/O Kitchen \$150.00 + \$7.50 GST = \$157.50 OR

W/ Kitchen \$200.00 + \$10.00 GST = \$210.00

Damage Deposit + \$300.00

☐ *Hall Rental **Full Day** (over 4 hrs)*

W/O Kitchen \$300.00 + \$15.00 GST = \$315.00 OR

W/ Kitchen \$400.00 + \$20.00 GST = \$420.00

Damage Deposit + \$300.00

☐ **Hall Rental *Weekend (Sat & Sun)***

W/O Kitchen \$650.00 + \$32.50 GS T= \$682.50 **OR**

W/ Kitchen \$850.00 + \$42.50 GST = \$892.50

Damage Deposit + \$300.00

☐ **Hall Rental *Funeral (Full Day)***

W/O Kitchen \$200.00 + \$10.00 GST = \$210.00 **OR**

W/ Kitchen \$400.00 + \$20.00 GST = \$420.00

No Damage Deposit

** Setup fees and cleaning fees will be transferred as reimbursement to Ardmere Community Society for charges incurred.**

☐ **Optional – Projector & Screen Rental \$50.00**

All Deposits MUST be received upon approval and booking of this contract.

By signing this contract, I have read and agree to all the Terms and Conditions of the ACS Hall Rental Guidelines and except the Responsibilities stipulated.

THE LESSEE Information:

Name: _____ (First, Last)

Organization/Group Name:

Mailing Address: _____

Town/City: _____ Postal Code: _____

Tel:

_____ E-mail: _____

Name of Applicant:

_____ (Please Print)

Signature of Applicant: _____

Date: _____

Booking Coordinator: _____

Date: _____

Deposit fee Received: \$ _____ Cash Cheque E-Transfer Credit Card

Date: _____

Rental fee Received: \$ _____ Cash Cheque E-Transfer Credit Card

Date: _____

For office use only

Ardmore Hall Rental

Ardmore Community Society - Hall Guidelines:

- All HALL renters must fill out the Hall rental contract prior to acceptance. ACS has the right to revoke or refuse permission to use the HALL at any time or for any reason.
- Hall rental will not be issued to anyone under the age of 18 years of age.
- All cheques are payable to Ardmore Community Society; and
- There will be an additional \$35.00 charge for any NSF cheque. This could also result in cancellation of rental agreement whichever is seen fit by the ACS.

THE LESSEE Responsibilities:

- If liquor will be served at THE LESSEE's function, they must obtain a valid LIQUOR EVENTS LICENCE.
- The ACS must be provided with a copy of the liquor events licence prior to the Event Date.
- All events in which liquor will be served THE LESSEE MUST obtain PARTY ALCOHOL LIABILITY
- INSURANCE. The ACS must be provided with a copy of Insurance prior to rental date.
- To comply with the Fire Regulations, THE LESSEE MUST NOT exceed our maximum capacity (as per attached). THE LESSEE will be responsible for any fines incurred should an official inspection occur during the rental.

- THE LESSEE will be responsible to see to the event is conducted with-in all bylaws, liquor and safety regulations.
- THE LESSEE will not sublet, assign or re-rent the Hall without written consent of the ACS.
- Inappropriate behavior on the part of THE LESSEE and/or event participants may result in the cancellation or cessation of the rental event at the discretion of the ACS board of directors, without refund of all or any rental fees. In appropriate behavior includes, but is not limited to the following:
 - o The destruction or damage to any doors, walls, facilities exterior
 - o Damage or destruction of the facility, property or equipment
 - o Perceived danger to the participants, guests, volunteers and/or members
- All equipment or materials not belonging to the hall must be removed at the end of the event.
- The hall is to be left in the same condition in which it was found. Failure to do so WILL result in deductions from the Damage Deposit paid to the ACS.
- THE LESSEE will be liable for the actions of all individuals attending the function being held at the Hall for the duration of the contract. This would include the set-up and clean-up of the hall for the event. ACS assumes NO liability whatsoever for all injuries or damages to persons or their property in the Hall during this time.
- Any abuse of privileges will result in the forfeiture of the damage deposit. Any additional charges over and above the Damage Deposit will be the responsibility of THE LESSEE.

Termination of Agreement

- The ACS reserves the right to terminate this agreement if THE LESSEE is not complying or does not comply with the AGLC regulations or the RCMP. THE LESSEE shall be deemed in sole occupation control and management of all ACS premises and shall be liable for all loss, damage or personal injury, however occurring in the contracted premises. ACS shall not be liable for loss, damage, theft or personal injury, however occurring in the said building or surrounding properties and THE LESSEE shall indemnify the ACS against any such claims and costs related thereto.
- If THE LESSEE must cancel this agreement, money shall be refunded. If the cancellation occurs within one month of the Rental Date, the ACS reserves the right to retain the entire Rental Fee. The Ardmore Community Society agrees to provide THE LESSEE access to and use of the Ardmore Hall and Properties pursuant to these terms and conditions by 12 - Noon on the first day of the rental contract. THE LESSEE agrees to vacate the Hall and have cleaned the Hall and all properties by 2:00 pm on the date following the last day of the rental unless alternate arrangements are required by the ACS and noted.

Cleaning Rules and Responsibilities

- 1) All decorations must be removed and disposed of properly. THE LESSEE shall not attach or hang any materials or items on the walls using masking tape, nails and/or staples.
- 2) No confetti, rice etc. is to be thrown inside or outside of the Hall.
- 3) All bottles and cans are to be removed from the hall and Properties.
- 4) Smoking is NOT permitted inside the Hall as per the Alberta Tobacco Reduction Act. Smoking is permitted outside the hall if proper disposal of butts are used.
- 5) Tables and chairs are to be free of tape and/or paper and cleaned. Tables and chairs must remain inside the hall. Tables and chairs must be stacked neatly in the proper storage room.
- 6) All floors are to be swept and mopped, Using the cleaner specified by the ACS
- 7) Bathroom sinks, mirrors, toilets and floors are to be cleaned. Garbage containers are to be emptied and washed.
- 8) Kitchen countertops, sinks, appliances, coffee pots, cooler and refrigerator are to be cleaned.
- 9) The coffee maker is to be unplugged.
- 10) NO food or beverages are to be left in the cooler or refrigerator.
- 11) Garbage is to be disposed of in the ACS garbage bin located on the West side of the hall. All recyclables are to be taken (unless otherwise noted).
- 12) The basement is off limits and not to be used under any circumstances.
- 13) Outside grounds must be cleaned up and free of debris.
- 14) Fireworks are NOT PERMITTED.
- 15) The LESSEE is responsible for their own paper supplies such as paper plates, disposable cups, cutlery, etc.
- 16) Use of Hall fire extinguishers is strictly prohibited for any non-emergency purpose, if fire extinguishers are used, all costs to refill or replace them will be deducted from the Damage Deposit.
- 17) Arrangements must be made with the ACS to inspect the clean-up of the hall upon completion. Therefore, at the time of inspection, the keys are to be returned to the ACS.

NOTICE: If the cleaning does not meet the expectations (as was before event) of the ACS, or any damage repairs are required, the Damage Deposit will be deducted accordingly.

Ardmore Hall Cleaning Inspection

Name of Applicant: _____

Date of Clean-up Inspection: _____

ACS Member: _____

Clean-up Checklist

- ☐ All decorations are removed. There is no tape, nails, or staples.
- ☐ There is no confetti or rice.
- ☐ All recycling has been removed.
- ☐ Entrance and property are free of cigarette butts (Pail outside for discarding)
- ☐ Tables and chairs are cleaned, stacked, and put away.
- ☐ All floors have been swept and mopped.
- ☐ Bathroom, sinks, mirrors, toilets, and floors are clean
- ☐ Kitchen countertops, sinks, appliances, coffee pots, coolers, and refrigerators are clean.
- ☐ All small appliances and coffee machines are unplugged.
- ☐ The freezer and coolers are clean and cleared out of food.
- ☐ All garbage (including women's napkin disposals) are emptied and properly disposed of in the garbage bin on the west side of the building.
- ☐ Fire extinguishers and grounds are checked.

Signature of Applicant: _____

Date: _____

ACS Member: _____

Date: _____